

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



PROPERTY AND SERVICES COMMITTEE AGENDA

To: Committee members:

Councillor Nigel Bowler

Councillor Dennis Dannatt

Councillor Paul Key

Councillor James Plastow

Councillor Harry Warriner

Councillor Richard Craig

Councillor Caz Davies

Councillor Keith Panter

Councillor James Ward

Notice is hereby given that a meeting of the **Property and Services Committee** which will be held on **Tuesday 12 March 2024** commencing at **7:00pm** in the meeting room, **Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ** and your attendance at such meeting is hereby requested to transact the following business.

AGENDA

PS24/173 Apologies for Absence

To note apologies for absence.

PS24/174 Public Participation Period

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. A period of up to 15 minutes is permitted for public participation. Participants are restricted to 3 minutes each. Please see the [Council's Public Participation at Meetings Policy](#) and [Standing Orders](#) 3 f-i for details.

PS24/175 Declarations of Interest

To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.

PS24/176 Dispensation Requests

To consider any dispensation requests received by the Town Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.

PS24/177 Items for Exclusion of Public and Press

To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.

PS24/178 Minutes of the Previous Meeting

To receive the minutes of the previous Property and Services Committee meeting and resolve to sign these as a true and accurate record.

Paper A Tuesday 13 February 2024 (pages 4 to 9)

PS24/179 Matters Arising Schedule

To note current position of previously agreed actions as at 7 March 2024.

Paper B (pages 10 to 21)

PS24/180 Allotment Secretaries

To consider gratitude letters of gratitude for current Allotment Secretaries and upcoming Allotment Secretary elections.

Paper C (pages 22 to 24)

PS24/180 Love Lane Allotment Pond

To note the update of the developments of the Love Lane Pond.

Paper D (pages 25 to 54)

PS24/181 Allotment Garden Application

To consider application for an allotment garden.

Exclusion of public and press recommended due to the confidential nature.

Paper E (pages 55 to 57)

PS24/182 Allotment Garden Reallocation

To consider reallocation of a plot holder on Love Lane Allotments.

Exclusion of public and press recommended due to the confidential nature.

Paper F (pages 58 to 59)

PS24/183 Community Grant Applications

To consider grant applications received.

1) Hillcrest Early Years Academy - £1,000 **Paper G** (pages 60 to 71)

2) Morton Festival - £730 **Paper H** (pages 72 to 78)

To note that the following Community Grant funds are available:

- £4,840 in earmarked reserves

<https://gainsborough-tc.gov.uk/policy/community-grants-policy/>

PS24/184 Revised Operations Team Working - Equipment

To consider quotations received for the purchase of a compact tractor.

Exclusion of public and press recommended due to time sensitive commercial sensitivity.

Paper I (pages 79 to 83)

PS24/185 General Cemetery Extension Plans

To consider potential cemetery extension plans following the drop-in session and instruct Officers on next steps.

Paper J (pages 84 to 97)

PS24/186 Childrens Cricket Sessions

To consider request from Gainsborough Cricket Club to use the cricket field free of charge.

Paper K (pages 98 to 99)

PS24/187 Remembrance Sunday

To consider outcome of debrief meeting with All Saints Parish Church and RBL.

Paper L (pages 100 to 101)

PS24/188 Illuminate, GO Festival and Town Centre Bunting

To consider financial contributions to Illuminate, GO Festival and the Town Centre bunting.

Paper M (pages 102 to 103)

PS24/189 Tim Davies Commemoration

To consider options/ways to commemorate the life of Tim Davies and his service to the community.

PS24/190 Items for Notification

To receive any items for notification to be included on a future agenda (for information only)

- General Cemetery extension
- Richmond House conservatory replacement
- Play Area RoSPA Safety Inspection Reports, remedial update
- Richmond House Fire Risk Assessment review

PS24/191 Time and Date of Next Meeting

To note the date and time of the next Property and Services Committee meeting is scheduled for Tuesday 9 April 2024 at 7:00pm.

Rachel Allbones
Interim Town Clerk
Richmond House
Gainsborough

Friday, 08 March 2024

PAPER A

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



DRAFT PROPERTY AND SERVICES COMMITTEE MINUTES

Minutes of the Property and Services Committee meeting held on **Tuesday 13 February 2024** at **7:00pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor James Plastow (Chairman)

Councillor Nigel Bowler
Councillor Paul Key

Councillor Dennis Dannatt

In Attendance:

Rachel Allbones
Stephen Coulman
Amanda Clarke

Interim Town Clerk
Operations Manager
Allotments Officer

Also Present:

Councillor Stuart Morley
X3 Members of the Rotary Club

PS24/149 Apologies for Absence

Apologies for absence were received from Councillors R Craig, K Panter and J Ward.

PS24/150 Public Participation Period

The members of the Rotary Club requested to speak at the time of the agenda item.

PS24/151 Declarations of Interest

Councillor Dannatt declared a personal interest in agenda item PS24/166 as he put the offer forward for Bedlam Farm.

Councillor Key declared a personal interest in agenda item PS24/163 by virtue of knowing a contractor who quoted for the work.

Councillor Bowler declared a personal interest in agenda item PS24/158 as a Trustee of Greener Gainsborough.

Councillor Plastow declared a personal interest in agenda item PS24/170 as he knows the applicant.

PS24/152 Dispensation Requests

No dispensation requests were received.

PS24/153 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from item PS24/160, PS24/161, PS24/162, PS24/163, PS24/165 & PS24/166 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PS24/154 Vice Chairman

RESOLVED: to appoint Councillor Bowler as Vice Chairman of the Property and Services Committee for the remainder of 2023/24.

Note: Councillor Bowler abstained from voting on the above resolution.

PS24/155 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Property and Services Committee meeting held on Tuesday 16 January 2024 be approved as a true and accurate record and signed by the Chairman.

Note: Councillor Key abstained from voting on the above resolution.

RESOLVED: to alter the order of business under Standing Order 11.a.vi and take item PS24/169 next.

PS24/169 Event Application (Paper L)

The Rotary Club presented site layout plans protecting the cricket square and limiting access to the cricket boundary. The Rotary Club acknowledged the event and planned layout would be weather dependant and advised they have now limited the capacity to 2000.

RESOLVED: to accept the booking application for Marshalls Sports Ground on Sunday 5 May 2024 from the Rotary Club, with a charge of £150. The booking acceptance is weather and ground condition dependant and will be monitored nearer the time.

Note: The Rotary Club left the meeting.

PS24/156 Matters Arising Schedule (Paper B)

RESOLVED: that the current position of previously agreed actions be **NOTED**.

PS24/157 Love Lane Allotment Pond (Paper C)

RESOLVED: to NOTE the update and to approve for the retrospective planning application to be submitted to the LPA upon receipt of the Ecological Survey. Also to approve for the 'Recreational Water Sampling' testing to be undertaken and a suitable contractor to be sourced.

PS24/158 Allotment Handbook (Paper D)

RESOLVED: to

- i. Take the Heritage Structures section from the current Allotment Handbook and insert it into the Allotment Tenancy Agreement, Councillor Key to meet with the Allotments Officer to agree wording.

Initialled:

Property and Services Committee minutes 2023-24

- ii. Once i. above has taken place the Allotment Handbook 2021 v2 will become obsolete.
- iii. The proposed new Allotment Handbook will be called A Guide to Gardening and be adopted.

PS24/159 Allotment Template Letters (Paper E)

RESOLVED: to approve the allotment template letters 1 – 17.

Note: The Allotments Officer left the meeting.

PS24/160 Council Leased Vehicles (Paper F)

RESOLVED:

- a) That the Council enters into a lease agreement for the delivery of two (2) Renault Traffic SL30 Blue dCi 130 EXTRA replacement panel vans at the time of the expiry of the existing leased vehicles.
- b) That a sum of £600 be agreed for any costs incurred due to 'defects' determined by the present lease company that cannot be 'dismissed' as opportunistic upon return of the three (3) leased vehicles.
- c) That due to the time frame from Council resolution to making the order being in excess of thirty (30) days that the Operations Manager obtains further quotations from the three suppliers and that the lowest price available is accepted and agreed in conjunction with the Chair of the Property and Services Committee and the Interim Town Clerk. Presently this is supplier A, but this may change – the price may increase or decrease dependent on the market.
- d) That the budget be adjusted accordingly.

PS24/161 Grave Digging SLA (Paper G)

RESOLVED: to NOTE the report on who has been appointed the Council's grave digging contractor.

PS24/162 Memorial Testing (Paper H)

RESOLVED: to RECOMMEND TO FULL COUNCIL:

- a) That the Operations Manager, in consultation with the Interim Town Clerk, monitor the progress of inspections and expenditure on a weekly basis with a firm ceiling spend capped at £15,100.
- b) That the quotation £2.45 + VAT per inspection and £25 + VAT to make safe from contractor B be accepted.
- c) That the contractor be appointed as soon as possible to undertake the works starting in April 2024 and finishing in June 2024
- d) That the budget be adjusted accordingly.

Note: Councillor Morley left the meeting.

PS24/163 General Cemetery Boundary Repairs (Paper I)

RESOLVED:

- a) That the quotation (£4,000) from contractor B be accepted.
- b) That the contractor be appointed as soon as possible to undertake the works as soon as the weather and their work schedule permits.
- c) That a 10% discretion (£400) be given to the Operations Manager to allow for any price fluctuations or unforeseen works.
- d) That the 12000 / 24 Cemetery Boundary Fence Maintenance budget be adjusted accordingly.

Initialled:

RESOLVED:

- e) That the Operations Manager obtain quotations for the planned / proactive felling of the remaining Lombardy Poplar trees on the boundary with the AMP Rose site which has planning consent for housing once the arborist has attended site to carry out a further inspection.
- f) That the Operations Manager obtain quotations for the widening and refurbishment of the original Victorian main entrance gates to the General Cemetery.

NOTED:

- g) That the Council gives consideration to the refurbishment and repair of all the metal fencing and gates in the General Cemetery. This could run into tens of thousands of pounds,

RESOLVED: under Standing Order 3z to allow the meeting period to exceed 2 hours.

PS24/164 General Cemetery Extension Plans

Members received a verbal update from the Operations Manager regarding the potential 13 layout plans from CDS and the need for Members to study them and decide how many they would potentially like costing in order for further discussions to be held.

RESOLVED: to organise an informal morning meeting to study the plans, all Councillors to be invited.

PS24/165 Parish Agreement Grass Verge Cutting 2024 – 2025 (Paper J)**RESOLVED:**

- a) That the Council accept the quotation received from Glendale Managed Services to undertake a maximum of ten (10) cuts to highway grass verges - £9,539.10 (£0.01594 per square metre) plus Vat, an increase of 6.5% on 2023.
- b) That the contract with Glendale Managed Services to undertake a maximum of ten (10) cuts to highway grass verges be extended by 12-months.
- c) That Glendale Managed Services be appointed as soon as possible so as to be able to commence cutting highway grass verges on the 1st March 2024.
- d) To adjust the budget accordingly.
- e) That the Operations Manager, in consultation with the Interim Town Clerk, draft a Service Level Agreement for highway verge grass cutting for the Council to consider.

PS24/166 Richmond Park Aviary (Paper K)

RESOLVED: to offer the Richmond Park aviary (metal frame and shed) to Bedlam Farm Wildlife Rescue at a cost of £1,000. Bedlam Farm Wildlife Rescue are to dismantle, remove and transport the aviary from Richmond Park on an agreed timescale as it is a public park and the structure cannot be left unsafe.

Note: Councillor Dannatt abstained from voting on the above resolution.

PS24/167 Levellings Dog Walk

Members received an update from the Operations Manager following the site visit on Friday 9th February with options of areas to look at resurfacing. Some Members were of the view that the trees causing the damage to the footpaths should be removed. The Operations Manager advised the trees are in a healthy state and he would not advise that.

RESOLVE: to

- a) look at the 2023 arborist report again
- b) obtain quotations for
 - i. the removal of the dog walk footpath,
 - ii. move the adjacent footpath further into the field,
 - iii. the resurface of the perimeter footpath,
 - iv. the resurface of the games and old sandpit area

PS24/168 Tim Davies Commemoration

RESOLVED: to DEFER for further consideration options/ways to commemorate the life of Tim Davies and his service to the community.

Note: Councillor Dannatt abstained from voting on the above resolution.

PS24/170 Event Application (Paper M)

RESOLVED: to approve the application in principle to hold Community Family Fun Day on Levellings Playing Field but require further information and site layout plan.

PS24/171 Items for Notification

RESOLVED: to **NOTE** the items for notification to be included on a future agendas:

- Levellings Dog Walk Footpath
- General Cemetery Extension Plans
- Tim Davies Commemoration
- Cemetery Chapel
- General Cemetery extension
- Richmond House conservatory replacement
- Play Area RoSPA Safety Inspection Reports
- Richmond House Fire Risk Assessment review

PS24/172 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Property and Services committee is scheduled for Tuesday 12 March 2024 at 7:00pm at Richmond House, Morton Terrace.

The meeting closed at 9:35pm

Signed as a true record of the Meeting: _____ Dated _____
Presiding chairman of approving meeting

PAPER B

Officer Report to the Property and Services Committee

Report Author: Rachel Allbones

Report Date: 07/03/2024



Gainsborough
TOWN COUNCIL

Purpose: To consider progress on the matters arising from previous Property and Services Committee meetings.

Recommendation: That members note progress on the matters arising and request corrective action if necessary.

Matters Arising Schedule

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
Unsure	PS22/025	To receive a presentation from Co-op volunteers on a proposed project in Gainsborough Cemetery and decide whether or not the proposed work may go ahead.	The committee received the presentation and decided to defer to Full Council.	Full Council Carried. Now in conversation with OM with regards to practical execution.		OM
In progress	PS22/036	To consider the Richmond House Fire Risk Assessment report undertaken by an independent assessor and identify mitigating action to be carried out.	The committee recommended that a working group of volunteers be formed to undertake some of mitigating action identified by the Fire Risk Report. Risk to be reassessed following mitigation.	Day of Action being planned awaiting dates and availability. Liaising with WLDC re conservation ONGOING		TC/OM
In progress	PS22/037	Richmond House To consider the Richmond House condition report undertaken by an independent assessor and identify mitigating action to be carried out.	The committee resolved for Town Clerk to carry out mitigation work for first priority issues as identified and initiate works demanding immediate attention.	Ongoing, Liaising with conservation officer Fire doors installed in FF offices		TC/OM
Not started	PS23/013	Levellings Dog Walk To note first estimates for improvements to the Levellings dog walk and consider whether to go ahead	The committee resolved to formally look into the re-installation of the dog walk and obtain further quotes.	TC/OM to obtain further quotes. Outstanding.		TC/OM

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
		following the receipt of further quotes.				
In progress	PS23/170	Aisby Walk Play Area To note an update report on Section 106 Agreement 138733 – Middlefield Lane and consider approving the actions proposed therein.	The Committee noted the update report and resolved : - a) to report the progression to the Planning Committee but for P&S to lead on the project as moneys can only be spent on play equipment at Aisby Walk. b) to undertake the redevelopment of the Aisby Walk play area at the earliest opportunity. c) To create a user panel as per 2(g) of paper H. To include a minimum of three (3), if not all, contractors who submit valid bids for the redevelopment of Levellings play area and invite them to present to the panel.	OM to proceed with consultation process. OM meeting with school early February. Tender packs are ow on the website.	Summer 2024.	OM
In progress	PS23/196	Richmond House Conservatory To consider authorising the Council's architect to prepare large scale, fully dimensioned and annotated plans and submit forms for Building Regulations Approval and any other action to move this project on.	Cllr Key questioned if WLDC and LCC are still funding a third of the project each. The Committee resolved to authorise the expenditure for the Council's architect to prepare large scale, fully dimensioned and annotated plans and submit forms for Building Regulations approval and to authorise the Clerk to enter into negotiations with both WLDC and LCC.	TC to instruct the architects and enter into negotiations with both WLDC and LCC. Awaiting confirmation from LCC if they will be financially contributing. WLDC have advised the double doors from the ceremony room to the conservatory do not need to be a fire exit, so the option of a window is available.		ITC
In progress	PS23/197	Richmond Park Aviary To consider authorising the removal of the aviary and disposing of it with permission of WLDC.	The Committee resolved to remove the aviary at the earliest opportunity and seek a buyer.	Awaiting removal.		OM

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
In progress	PS24/017	Love Lane Allotment pond consultation To note the Love Lane allotment pond consultation results and consider recommendations contained in the report.	The Committee resolved : - a) To note the survey result. b) To inform allotment holders and Thonock and Somerby estates of the survey results. c) To apply for retrospective planning consent to retain the pond from the planning authority, West Lindsey District Council by the end of June. d) To inform the WLDC planning enforcement officer that planning consent has been sought. e) To inform Lincolnshire Wildlife Trust that retrospective planning consent has been sought. f) To put a pond management plan with adequate budgetary provision in place within six months of retrospective planning permission being granted	AO to inform allotment holders results. AO to apply for retrospective planning consent to retain the pond. AO to inform the WLDC planning enforcement officer and Lincolnshire Wildlife Trust that retrospective planning consent has been sought. AO & OM to produce a pond management plan.		OM/AO
Part Complete	PS24/032	Laybo Fest 2024 To consider a booking request for Marshalls Sports Ground for 24 – 27 May 2024 and decide on an appropriate fee to be levied.	The Committee resolved to accept the booking to hold Laybo Fest 2024 at Marshalls Sports Ground from Friday 24 May – Monday 27 May 2024 subject to provision of a final event plan, proof of PLI, RAMS etc to Officers and evidence of consultation with the Safety Advisory Group, fee to be levied for 2024 is £300.	ASO to respond to applicant.		ASO
In progress	PS24/048	Climbing wall & security fence To consider report from the Operations Manager for the installation Climbing wall & Security Fence at Richmond Park.	The Committee resolved to defer the item until the next meeting.	Awaiting listing decision from WLDC.		OM

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
In progress	PS24/084	Richmond House Lease To consider lease agreement between WLDC and GTC dated 1 April 2009.	RESOLVED: that the Interim Town Clerk and Leader meet with WLDC to discuss a way forward with the building maintenance and the lease content.	Awaiting meeting with WLDC.		ITC
In progress	PS24/085	Richmond House Windows To consider quotations received for the repair and maintenance of 18 upstairs windows at Richmond House and approve the expenditure and chose a supplier.	RESOLVED: a) That contractor A be appointed as soon as possible to undertake the works to repair the windows to the first floor (£13,920 plus VAT) as soon as the weather and their work schedule permits. b) That contractor A be appointed as soon as possible to undertake the works to paint the first floor and ground floor windows and doors (i.e., the entire house), (£10,060 plus VAT) as soon as the weather and their work schedule permits. c) That a 10% discretion (£2,398) be given to the Operations Manager to allow for any price fluctuations or unforeseen works. d) That the necessary funds come from the Richmond House Reserve. e) The budget be adjusted accordingly.	Awaiting works to be carried out.	Spring	OM
In progress	PS24/124	Marshalls Sports Ground Main Pavilion Heating To consider replacement of the building management system managed heating system and hot water system at Marshalls Pavilion.	RESOLVED: 1) That the Operations Manager, in consultation with the Interim Town Clerk and Leader of the Council, liaise and discuss with WLDC regarding the replacement of the BMS managed H&HWS at Marshalls Pavilion. 2) That the Council set aside a contingency budget / reserve for the ongoing maintenance of the H&HWS at Marshalls Pavilion. This to be a minimum of £8,500.	OM and ITC attended a meeting with WLDC Officers and plans and specs are being drawn up for ways forward to meet all needs.		OM

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			3) That the Operations Manager, in consultation with the Interim Town Clerk, update the Committee at a future date.			
In progress	PS24/125	Richmond House Rear Entrance and Toilets To consider quotation received to repair and redecorate the rear entrance and toilets at Richmond House.	RESOLVED to RECOMMEND TO FULL COUNCIL: 1) That the single quotation made up from three local contractors acting as one be accepted – £6,510 plus VAT 2) That the contractor be engaged to undertake the works as soon as their work schedule permits. 3) That a further 10% discretion (£650) be given to the Operations Manager to allow for any unforeseen works. Richmond House being old and remodelled has numerous unknowns behind the facade. 4) That the Operations Manager ask LCCR for a contribution to the works as the ladies and gents WCs are part of the expired and future leases. 5) To adjust the budget accordingly.	Works in progress		OM
Complete	PS24/129	Council Leased Vehicles and Revised Operations Team Working – Equipment To consider whether to investigate revising the leased vehicles and the purchase of a compact tractor.	RESOLVED: that the Operations Manager, in consultation with the Interim Town Clerk and Leader of the Council investigate the following: a) Enquire with the vehicle lease companies on the most beneficial resolution to retaining or leasing two new panel vans with tow bars. b) Ask a minimum of three (3) suppliers for advice, trade in values and recommendations based upon the	OM has begun investigations. Report at the meeting.		OM

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			<p>Council's future needs and to provide quotations for:</p> <p>i) Purchase or lease a suitably rated (horsepower) compact tractor with cab and grass tyres.</p> <p>ii) Purchase or lease a front bucket / loader.</p> <p>iii) Purchase or lease a 1 or 2 tonne caged tipping trailer.</p> <p>iv) Purchase or lease a seven (7) gang towed cylinder mower set.</p> <p>v) Purchase, lease or hire a rear mounted side arm flail.</p> <p>vi) Purchase, lease or hire a rear mounted rotavator.</p> <p>c) The Operations Manager report back to a future meeting with the findings of the above.</p> <p>d) That the Interim Town Clerk / RFO advise on the allocation / re-allocation of budget(s), Allocated Reserves and General Reserve and report back to a future meeting with the findings.</p>			
In Progress	PS24/142	General Cemetery Chapel Condition Survey	RESOLVED: to obtain quotes for all outstanding priorities A (urgent requiring immediate action) and B (requires attention within 12 months) and report back.			OM
In Progress	PS24/157	Love Lane Allotment Pond	<p>RESOLVED: to NOTE the update and to approve for the retrospective planning application to be submitted to the LPA upon receipt of the Ecological Survey.</p> <p>Also to approve for the 'Recreational Water Sampling' testing to be</p>			AO

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			undertaken and a suitable contractor to be sourced.			
Complete	PS24/158	Allotment Handbook	<p>RESOLVED: to</p> <p>i. Take the Heritage Structures section from the current Allotment Handbook and insert it into the Allotment Tenancy Agreement, Councillor Key to meet with the Allotments Officer to agree wording.</p> <p>ii. Once i. above has taken place the Allotment Handbook 2021 v2 will become obsolete.</p> <p>iii. The proposed new Allotment Handbook will be called A Guide to Gardening and be adopted.</p>			AO
Complete	PS24/160	Council Leased Vehicles	<p>RESOLVED:</p> <p>a) That the Council enters into a lease agreement for the delivery of two (2) Renault Traffic SL30 Blue dCi 130 EXTRA replacement panel vans at the time of the expiry of the existing leased vehicles.</p> <p>b) That a sum of £600 be agreed for any costs incurred due to 'defects' determined by the present lease company that cannot be 'dismissed' as opportunistic upon return of the three (3) leased vehicles.</p> <p>c) That due to the time frame from Council resolution to making the order being in excess of thirty (30) days that the Operations Manager obtains further quotations from the three suppliers and that the lowest price available is accepted and agreed in conjunction with the Chair of the Property and Services</p>			OM

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			<p>Committee and the Interim Town Clerk. Presently this is supplier A, but this may change – the price may increase or decrease dependent on the market.</p> <p>d) That the budget be adjusted accordingly.</p>			
In Progress	PS24/162	Memorial Testing	<p>RESOLVED: to RECOMMEND TO FULL COUNCIL:</p> <p>a) That the Operations Manager, in consultation with the Interim Town Clerk, monitor the progress of inspections and expenditure on a weekly basis with a firm ceiling spend capped at £15,100.</p> <p>b) That the quotation £2.45 + VAT per inspection and £25 + VAT to make safe from contractor B be accepted.</p> <p>c) That the contractor be appointed as soon as possible to undertake the works starting in April 2024 and finishing in June 2024</p> <p>d) That the budget be adjusted accordingly.</p>	Approved at Full Council		
Complete	PS24/163	General Cemetery Boundary Repairs	<p>RESOLVED:</p> <p>a) That the quotation (£4,000) from contractor B be accepted.</p> <p>b) That the contractor be appointed as soon as possible to undertake the works as soon as the weather and their work schedule permits.</p> <p>c) That a 10% discretion (£400) be given to the Operations Manager to allow for any price fluctuations or unforeseen works.</p>			

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			<p>d) That the 12000 / 24 Cemetery Boundary Fence Maintenance budget be adjusted accordingly.</p> <p>RESOLVED:</p> <p>e) That the Operations Manager obtain quotations for the planned / proactive felling of the remaining Lombardy Poplar trees on the boundary with the AMP Rose site which has planning consent for housing once the arborist has attended site to carry out a further inspection.</p> <p>f) That the Operations Manager obtain quotations for the widening and refurbishment of the original Victorian main entrance gates to the General Cemetery.</p> <p>NOTED:</p> <p>g) That the Council gives consideration to the refurbishment and repair of all the metal fencing and gates in the General Cemetery. This could run into tens of thousands of pounds.</p>			
In progress	PS24/163	Parish Agreement Grass Verge Cutting 2024 – 2025	<p>RESOLVED:</p> <p>a) That the Council accept the quotation received from Glendale Managed Services to undertake a maximum of ten (10) cuts to highway grass verges – £9,539.10 (£0.01594 per square metre) plus Vat, an increase of 6.5% on 2023.</p> <p>b) That the contract with Glendale Managed Services to undertake a maximum of ten (10) cuts to highway grass verges be extended by 12 months.</p>			

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			<p>c) That Glendale Managed Services be appointed as soon as possible so as to be able to commence cutting highway grass verges on the 1st March 2024.</p> <p>d) To adjust the budget accordingly.</p> <p>e) That the Operations Manager, in consultation with the Interim Town Clerk, draft a Service Level Agreement for highway verge grass cutting for the Council to consider.</p>			
Complete	PS24/166	Richmond Park Aviary	<p>RESOLVED: to offer the Richmond Park aviary (metal frame and shed) to Bedlam Farm Wildlife Rescue at a cost of £1,000. Bedlam Farm Wildlife Rescue are to dismantle, remove and transport the aviary from Richmond Park on an agreed timescale as it is a public park and the structure cannot be left unsafe.</p>	Payment received and being removed on Monday 11 th March.		
Complete	PS24/167	Levellings Dog Walk	<p>RESOLVE: to</p> <p>a) look at the 2023 arborist report again</p> <p>b) obtain quotations for</p> <p>i. the removal of the dog walk footpath,</p> <p>ii. move the adjacent footpath further into the field,</p> <p>iii. the resurface of the perimeter footpath,</p> <p>iv. the resurface of the games and old sandpit area</p>	Quotations being received at will be presented at the next meeting.		
In Progress	PS24/170	Event Application	<p>RESOLVED: to approve the application in principle to hold Community Family Fun Day on Levellings Playing Field but</p>	Awaiting further information.		

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			require further information and site layout plan.			

PAPER C

**Officer Report to the
Property & Services Committee**

Report Author: Amanda Clarke
Report Date: 01/03/2024



Gainsborough
TOWN COUNCIL

Allotment Site Secretaries

1. Summary

Allotment Site Secretaries 2023-2024 have been in situ since May 2023. Nominations for the voluntary role of Site Secretary 2024-2025 will go taken from 2nd April and close on the 19th April 2024.

If more than one nomination per site were to be received an election will take place week commencing 22nd April.

2. Background

The current site secretaries as follows,
Foxby Hill – Jonny Dukes and Paul Hooton.
Showfield - Lynda Clements.
Love Lane – Rachael DuRose.
North Warren- no secretary in situ.
Spital Hill- no secretary in situ.

The site secretaries have played an instrumental ‘voluntary’ part of the day to day running of the allotment sites. Each giving their time and dedication to support the Allotments Officer in a variety of tasks, inclusive but not limited to, plot clearance, meeting prospective tenants, renumbering the plots, attendance of meetings and helping to build a community on each site.

3. Cost

There are no associated costs to the Council.

4. Recommendation

For the members of the Property and Services Committee members to sign the gratitude letters for each of the current site secretaries (Appendix A).
Members of the Committee to nominate themselves to be present for an election in the event any would need to be held. The Allotment Officer will require two members to be present.

Appendix A

Dear

I would like to take this opportunity to express my thanks and appreciation for being
Site Secretary 2023-2024.

Your hard work, dedication, support, and knowledge has been gratefully received by your fellow gardeners on Showfield Allotments, Property and Services Committee members of Gainsborough Town Council and I.

You are an asset to the allotment site.

Amanda Clarke
Allotment Officer
Gainsborough Town Council

PAPER D

**Officer Report to the
Property & Services Committee**

Report Author: Amanda Clarke
Report Date: 07.03.2024



Gainsborough
TOWN COUNCIL

Love Lane Allotments – Pond Update

1. Summary

The report for the Property and Services Committee is an update of the developments of the Love Lane Pond.

The Ecology report has been received by the Allotment Officer.

The planning application for retrospective planning to retain the pond has been completed and submitted to the LPA on the 7th of March 2024.

2. Background

The Allotment Officer has received the Ecological Survey undertaken by Archer Ecology. Extract below from the report below on their professional recommendation.

'In view of the structural variety and abundance of marginal, aquatic and semi-aquatic vegetation, the pond is appraised as potentially having nature conservation value up to a localised scale. The pond also offers a variation to the availability of current habitat types occurring with the wider allotment gardens and provides an aquatic habitat within an area that is presently dominated by artificial and semi-natural terrestrial habitats. The restoration of the plot to its former habitat composition, and the subsequent loss of the pond, is therefore expected to result in a significant decrease in the existing habitat biodiversity value of the plot and wider allotment gardens.'

'It is recommended that the pond is fully retained and enhanced to ensure that it continues to contribute to the diversity of habitat types existing within the wider plot and allotment gardens.'

The water sampling, although not a requirement of the LPA will be undertaken week commencing 11th March 2024, by Maidenhead Aquatics, who will test for the condition of the water, inclusive of Nitrate, Nitrite, PH and KH.

A further water recreational water sample will be requested, although it is not a requirement of the LPA.

3. Cost

£293.00 - Planning Application Fee

8010/6 Love Lane Allotments – Pond Management £3,889

4. Recommendation

To NOTE that the planning application for 'Retrospective Planning Approval' has been submitted on the 7th March 2024

Ecology & Protected Species Survey | Ecological Management Plan
Pond at Love Lane Allotment Gardens, Gainsborough

February 2024

Prepared by Principal Ecologist Helen Archer BSc (Hons) MCIEEM on behalf of:



Gainsborough
TOWN COUNCIL

Gainsborough Town Council

Richmond House

Richmond Park

Morton Terrace



Gainsborough

Lincolnshire

DN21 2RJ

Archer Ecology Ltd | Company no. 13449810

Office 1
 Engine House
 Marshalls Yard
 Gainsborough
 Lincolnshire
 DN21 2NA

Report Overview	
Client details	Gainsborough Town Council
Works extent	Pond at Love Lane Allotment Gardens, Gainsborough
Revision	Version 1 (Final)
Issued	22.02.2024
Prepared by	 Helen Archer BSc (Hons) MCIEEM – Principal Ecologist
Reviewed by	 Elizabeth Fenn BSc (Hons) – Ecologist

CONTENTS

1.0	INTRODUCTION	4
2.0	LEGISLATION	6
3.0	METHODOLOGY	7
4.0	RESULTS	9
5.0	CONCLUSION AND RECOMMENDATIONS	15
6.0	ECOLOGICAL MANAMAGEMENT PLAN	16
	APPENDIX I – PHOTOGRAPHS	20
	APPENDIX II – CONTROL OPTIONS FOR CURLY WATERWEED	23

1.0 INTRODUCTION

1.1 Background

1.1.1 Archer Ecology Ltd was commissioned by Gainsborough Town Council to prepare an Ecology and Protected Species Survey (EPSS) and Ecological Management Plan with respect to a retrospective planning application for the creation of a wildlife pond at Love Lane Allotment Gardens. The pond occurs at the north-eastern extent of the allotments which are located north of Love Lane and within the central extent of the town of Gainsborough, Lincolnshire.

1.1.2 The location of the pond - centred at Ordnance Survey Grid Reference (OSGR) SK 81171 90678 - in context with the local landscape is shown in Figure 1, below.



Figure 1: Location and extent of the application site

1.2 Purpose

EPSS

1.2.1 The aim of this EPSS is to determine the current ecological status of the pond and to identify (retrospectively) any impacts arising from the creation of the pond with respect to potential ecological receptors occurring within and/or adjacent to the pond. These include protected species, habitats and designated nature conservation sites. This EPSS also details any potential ecological constraints pertaining to the option of removing (infilling) the pond and the requirement for any further ecological survey and/or monitoring works. The EPSS also provides details of proportionate mitigation measures, where appropriate.

Ecological management plan

1.2.2 The management plan intends to stipulate measures to sustain and enhance the current ecological condition of the pond, based upon the option to retain the waterbody. Following the baseline surveys completed as part of the EPSS, the plan management includes the following components:

- Details of compensatory habitat planting and pond management interventions to maximise the value for amphibians and nature conservation as a whole. This includes an annotated location plan of the proposed features to be installed/introduced;
- Details (including specifications and dimensions) of faunal enhancement features to be installed/introduced (e.g. refugia for amphibians);
- A timetable for implementation;
- Details of mechanism for delivery; and
- Overview of responsible personnel.

2.0 LEGISLATION

2.1 Amphibians

2.1.1 Common amphibian species are protected under the Wildlife and Countryside Act 1981 (as amended) against being killed and injured and included as Priority Species under the NERC Act (2006).

2.1.2 In England, great crested newts are fully protected under the Wildlife and Countryside Act 1981, as amended by the Countryside and Rights of Way (CROW) Act 2000. They are also protected by European legislation; the EC Habitats Directive is transposed into UK law by The Conservation of Habitats and Species Regulations 2017. This has recently been amended by the Conservation of Habitats and Species Regulations (Amendment) (EU Exit) Regulations 2019, which continue the same provision for European protected species, licensing requirements, and protected areas after Brexit.

2.1.3 Taken together, this legislation makes it illegal, inter alia to:

- Intentionally or recklessly kill, injure or capture a great crested newt.
- Damage or destroy habitat which a great crested newt uses for shelter or protection.
- Deliberately disturb a great crested newt when it is occupying a place it uses for shelter and protection.

2.2 Nesting birds

2.2.1 All nesting birds and active nests are protected under the Wildlife and Countryside Act (1981, as amended) which makes it an offence to take, damage or destroy the nest of any wild bird while it is in use or being built, and to take or destroy the egg of any wild bird.

2.2.2 Certain birds, listed under Schedule 1 of the Act, are also protected against disturbance whilst building a nest, or when on or near a nest containing eggs/unfledged young.

3.0 METHODOLOGY

3.1 Overview

3.1.1 An ecological walkover was undertaken of the pond and immediately adjoining land following guidance produced by the Chartered Institute of Ecology and Environment Management (CIEEM)¹. The assessment included:

- A desk-based search for historic records of protected, notable and invasive non-native species on the site and local vicinity. Data for locally and nationally designated nature conservation sites were obtained;
- A retrospective ecological walkover of the pond for the purpose of identifying the pre-development habitats and species composition of the site (shown in Figure 1) and immediate vicinities. The study area was extended beyond the works area, where appropriate, e.g., to undertake species-specific surveys;
- Identification of invasive non-native species; and
- Assessment of the potential impacts of the completed works on habitat and floral/faunal receptors, as well as designated sites.

3.2 Desk study

3.2.1 To supplement the ecological walkover, a desktop study was undertaken in February 2024. This included a search of data, including protected species and statutory and non/statutory designated nature conservation sites, using the following resources:

- Lincolnshire Environmental Records Centre (LERC);
- Multi Agency Geographic Information for the Countryside (MAGIC) website²; and
- Aerial/satellite imagery

3.2.2 The following geographical extent of the search area for potential zones of influence for nature conservation sites were considered to be appropriate:

- 2km from the site for sites of National or Regional Importance (e.g., Sites of Special Scientific Interest (SSSI) and Local Nature Reserves (LNRs)); protected/notable species and non-statutory designated sites (e.g., Local Wildlife Sites (LWSs)).

¹ CIEEM (2017) *Guidelines for Preliminary Ecological Appraisal, 2nd edition*. Chartered Institute of Ecology and Environmental Management, Winchester.

² www.magic.gov.uk accessed February 2024

- 10km from the site for sites of International Importance (e.g., Special Area of Conservation (SAC));

3.3 Field survey

- 3.3.1 An ecological walkover was completed on 31st January 2024 by Principal Ecologist Helen Archer BSc (Hons) who is a qualifying member of the Chartered Institute of Ecology and Environmental Management (CIEEM) and has 14 years' experience as a consultant ecologist.
- 3.3.2 The survey involved identifying notable/protected habitats, the presence of invasive non-native species and evidence of protected species on or adjacent to the site, as well as determining the potential of the site to sustain protected species inhabitancy (particularly great crested newts and nesting birds). This was based on determining the quality of habitats and ecological features for faunal inhabitancy and observing field signs. Photographs taken during the survey are shown under Appendix II.

3.4 Survey limitations

- 3.4.1 An absence of desk study records cannot be relied upon to infer absence of a species/habitat as a lack of records may be a result of under-recording within a given search area.
- 3.4.2 The aim of the walkover is to characterise the habitat on site and is not intended to give a complete list of plant species present.
- 3.4.3 The information contained in this report was accurate at the time of the survey; However, it should be noted that the status of mobile species such as badgers, birds and bats can alter in a short period of time and any survey only represents a 'snapshot' of the site at one point in time.
- 3.4.4 The walkover was completed in late January which falls outside of the main botanical growing season. It is, therefore, possible that some floral species, including invasive non-native species, were not visible at the time of the walkover. However, it is expected that the remnants of any prominent, dead stands would remain visible.

3.5 Scoped out

- 3.5.1 Given a lack of suitable habitat opportunities for otter *Lutra lutra*, water vole *Arvicola amphibius* and white-clawed crayfish *Austropotamobius pallipes*, including streams and rivers, these protected faunae have been scoped out of this assessment.

4.0 RESULTS

4.1 Statutory Designated Nature Conservation Sites

European / Internationally designated sites for nature conservation

4.1.1 No European or international statutory designated nature conservation sites were identified within 10km of the pond. Such sites fall outside of the potential zone of influence and, subsequently, European/international statutory designated nature conservation sites are not considered to have been potential receptors with respect to the creation of the pond.

Nationally designated sites for nature conservation

4.1.2 No nationally statutory designated nature conservation sites occur on or within significant proximity to the pond. The closest statutory designated nature conservation site is Theaker Avenue Local Nature Reserve (LNR) which lies >1.7km east of the pond. The respective citation describes the LNR as comprising a mixture of tall hawthorn *Crataegus monogyna* 'woodland' over mostly bare ground, trees, scrub, coarse grassland and short, rabbit grazed areas.

4.1.3 Considering the small footprint and localised nature of the works undertaken to create the pond, and in view of the wide level of separation between the pond and Theaker Avenue LNR, the LNR is not considered to have been a potential receptor with respect to the creation of the pond.

Non-statutory designated sites for nature conservation

4.1.4 The pond does not fall within the boundary of any non-statutory designated nature conservation sites, although data returned by the LERC indicated that three Local Wildlife Sites (LWSs) occur within a 2km radius. Details of the location, interest features and proximity of these sites, relative to the application site, are given in Table 2, below.

Table 2: Non-statutory designated nature conservation sites

LWS	Interest features	Proximity to site
Pitt Hills Plantation LWS	Situated in Gainsborough, most of this site comprises mature, deciduous woodland that grades into long-unmanaged, hummocky, calcareous grassland and ruderal vegetation at the southern end. In the north-western corner is an old, surfaced path beside neutral grassland with some	450m east

LWS	Interest features	Proximity to site
Pitt Hills Plantation LWS (cont.)	<p>scrub. All parts are subject to considerable public use.</p> <p>The western edge abuts the fenced-off, wooded cutting of a railway line, whereas the eastern boundary is adjacent to grassy open space and the grounds of Castle Wood Academy. Wettest ground conditions occur in the north-west where typical damp grassland. Calcareous grassland at the southern end of site. Scrub is invading both grassland areas. A good selection of birds were noted. Butterflies and day-flying moths were mostly in open habitats.</p>	450m east
Gainsborough General Cemetery LWS	<p>North of the site resembles semi-improved neutral grassland with a diverse mix of plants including red fescue <i>Festuca rubra</i>, common bird's-foot trefoil <i>Lotus corniculatus</i>, lady's bedstraw <i>Galium verum</i>, daisy <i>Bellis perennis</i>, oxeye daisy <i>Leucanthemum vulgare</i>, perennial ryegrass <i>Lolium perenne</i> and white clover <i>Trifolium repens</i>.</p> <p>The south has a little less botanical interest generally and has many areas left tall and rough. Common nettles <i>Urtica dioica</i> are present and other weeds, amongst elder <i>Sambucus nigra</i> and hawthorn <i>Crataegus monogyna</i> shrubs. The majority of the grassland sward is made up of perennial ryegrass, cock's-foot <i>Dactylis glomerata</i>, white clover, creeping buttercup <i>Ranunculus repens</i>, and dandelion <i>Taraxacum officinale</i> agg.</p>	900m south-east
Theaker Avenue LWS	Urban site comprising a mixture of tall hawthorn 'woodland' over mostly bare ground, trees, scrub, coarse grassland and short, rabbit grazed areas. There is much public use.	1.9km south-east

4.1.5 Considering the small footprint and localised nature of the works undertaken to create the pond, and in view of the wide level of separation between the pond and all LWSs falling within a 2km radius, non-statutory designated nature conservation sites are not considered to have been a potential receptor with respect to the creation of the pond.

Priority Habitats

- 4.1.6 A search using MAGIC identified that no habitats considered of principal importance to nature conservation, as per the requirements of Section 41 of the NERC Act (2006), occur on or within significant proximity to the pond. Priority Habitats are, therefore, not considered to have been a potential receptor with respect to the creation of the pond.

4.1 Habitat overview

Pre-existing habitats

- 4.1.1 Upon reviewing historic, aerial imagery of the pond, and upon reflection of the composition of habitats occurring beyond the peripheries of the pond, it is expected that the footprint of the pond once supported a continuation of neutral grassland, as described in report Section 4.1.2. It is understood that the arisings generated from the excavation of the pond were deposited within the wider plot and have since become colonised by vegetation.

Existing habitats

- 4.1.2 The pond is situated within a small, redundant plot which is predominated by neutral grassland. This features a moderate sward height and supports occasional shrubs (including butterfly bush *Buddleja davidii*) and scrub along the peripheries (see Photograph 1, Appendix I) together with ivy *Hedera helix* at ground level, close to the eastern periphery. The plot is partly enclosed by wooden post and rail and wood panelled fencing. The plot is further flanked to the east by a narrow compartment of broadleaved woodland which extends southwards along the length of the wider allotment gardens. This is chiefly composed of mature and sub-mature specimens and supports an understory dominated by impenetrable scrub.
- 4.1.3 The pond comprises a narrow and rectangular body of water which occupies a footprint of c.30m². The pond comprises of a seemingly shallow and mesotrophic body of stagnant water. It is fringed by well-established and emergent aquatic/semi-aquatic vegetation (see Photographs 2 and 3, Appendix I), including frequent tall rushes *Juncus* spp. and bulrush *Typha latifolia*; The latter species is further abundant within the central/western extents of the pond. The pond also sustains frequent duckweed *Lemna minor* and abundant curly waterweed *Lagarosiphon major* (see Photograph 4, Appendix I).
- 4.1.4 The southern and eastern pond margins are partly colonised by occasional scrub vegetation, comprising young and sub-mature specimens of hawthorn, blackthorn *Prunus spinosa* and bramble *Rubus fruticosus* agg.

4.2 Species

Amphibians

- 4.2.1 Multiple recent records of amphibians were returned by the LERC from within a 2km radius of the pond, including great crested newt *Triturus cristatus*, smooth newt *Lissotriton vulgaris*, common toad *Bufo bufo* and common frog *Rana temporaria*. The closest great crested newt record is centred 890m north of the application site, dated 2003.
- 4.2.2 No field signs of amphibians were recorded during the walkover although the pond and wider plot supports terrestrial and aquatic habitats that are conducive for amphibian inhabitancy, including great crested newts. A HSI assessment of the pond (see Table 3, below) has determined that it has 'below average' potential to sustain breeding populations of great crested newt. This is largely attributed to by a lack of identifiable standing water bodies within the locality of the pond which retain a practical level of habitat connectivity. Evidence of a former, small population of carp within the pond was recorded at the time of the walkover. However, due to environmental factors, this population has since perished.

Table 4 – HSI assessment of existing pond

Suitability Index	Factor	Details	Score
SI 1	Location	Zone A	1
SI 2	Pond area (m ²)	30	0.05
SI 3	Pond drying	Rarely	1
SI 4	Water quality	Moderate	0.67
SI 5	Shoreline shade	20%	1
SI 6	Fowl	Absent	1
SI 7	Fish	Absent	1
SI 8	No. ponds/km ²	0	0.1
SI 9	Terrestrial habitat	Moderate	0.67
SI 10	Macrophytes	80%	1
HSI Score -			0.54 (below average)

- 4.2.3 The pond is located within an area suspected to have been formerly dominated by grassland and occurs adjacent to a band of mature scrub and woodland. Given the small footprint of the excavation works undertaken to create the pond, which are expected to have been confined entirely to within the footprint of the existing pond and wider plot, taken together with the wide distance between the pond and any other identifiable standing waterbodies occurring within the locality of the pond, amphibians are unlikely to have been a significant receptor with respect to the creation of the pond.

4.2.4 Whilst the pond is appraised as having 'below average' suitability to be inhabited by great crested newts, there is a potential for the waterbody to be used as a breeding site for commonly occurring amphibians. The pond is, therefore, appraised as potentially having local nature conservation value for commonly occurring species of amphibian.

Reptiles

4.2.5 No recent records of reptiles (post-2000) were returned by the LERC from within a 2km radius of the pond. Given the small footprint of the excavation works completed to create the pond, which are expected to have been confined entirely to within the footprint of the existing pond, and taken together with a lack of local historical records of this faunal group, reptiles are unlikely to have been a significant receptor with respect to the creation of the pond.

Birds

4.1.7 No recent and/or accurate records of bird species listed under Schedule 1 of the Wildlife and Countryside Act (1981, as amended) were returned by the LERC from within a 2km radius of the pond.

4.1.8 Given the small footprint of the completed excavation works, which are expected to have been confined entirely to within pre-existing grassland forming the footprint of the existing pond, nesting birds are unlikely to have been a significant receptor with respect to the creation of the pond.

Bats

4.2.6 Multiple records of bats were returned by the LERC from within a 2km radius of the pond, including pipistrelle species *Pipistrellus* spp., brown long-eared bat *Plecotus auritus* and noctule bat *Nyctalus noctula*.

4.2.7 The plot within which the pond is located does not support any buildings, built structures or trees with a potential to support roosting bats. Considering the small footprint of the completed excavation works, which are expected to have been confined entirely to within pre-existing grassland forming the footprint of the existing pond and wider plot, roosting bats are unlikely to have been a significant receptor with respect to the creation of the pond.

4.2.8 Furthermore, the pond is expected to harbour aerial invertebrates and, in turn, has the potential to attract foraging bat activity. Subsequently, the pond is appraised as potentially having local nature conservation value for foraging species of bat.

Badger

- 4.2.9 A small volume of badger *Meles meles* records were returned by the LERC from within a 2km radius of the pond. Topographically, the plot in which the pond has been created is predominantly flat and considered to be of unsuitable profile for badgers to excavate setts. No evidence of badger activity was observed during the walkover and, given the urbanised setting of the site, it is considered highly unlikely that badgers would inhabit the site in future. Subsequently, badgers and their setts are unlikely to have been a significant receptor with respect to the creation of the pond.

Invasive non-native species

- 4.2.10 The pond supports an abundant infestation of suspected curly waterweed (see Photograph 5, Appendix I), which is a species listed under Schedule 9 of the Wildlife and Countryside Act (1981, as amended). The Act prohibits the spread of this invasive non-native species (INNS), into the wild.

5.0 CONCLUSION AND RECOMMENDATIONS

5.1 Habitats and Biodiversity

5.1.1 In view of the structural variety and abundance of marginal, aquatic and semi-aquatic vegetation, the pond is appraised as potentially having nature conservation value up to a localised scale. The pond also offers a variation to the availability of current habitat types occurring with the wider allotment gardens and provides an aquatic habitat within an area that is presently dominated by artificial and semi-natural terrestrial habitats. The restoration of the plot to its former habitat composition, and the subsequent loss of the pond, is therefore expected to result in a significant decrease in the existing habitat biodiversity value of the plot and wider allotment gardens.

5.1.2 **It is recommended that the pond is fully retained and enhanced to ensure that it continues to contribute to the diversity of habitat types existing within the wider plot and allotment gardens.**

5.2 Protected species

5.2.1 The findings of the ecological walkover and desktop study have determined that the creation of the pond was unlikely to have presented any significant impacts to faunal receptors. Whilst the pond is expected to be attractive to aquatic and aerial invertebrate, it also has the potential to provide a foraging feature for local bat populations and could serve as a breeding and feeding site for commonly occurring species of amphibian.

5.2.2 The retention and future enhancement of the pond is expected to provide additional benefits to protected species, many of which exceed the potential benefits offered by the pre-existing habitat composition of the plot, prior to the pond being created.

5.2.3 **In order to maintain and maximise the existing ecological value of the pond, it is advised that the actions contained within the Ecological Management Plan, under report Section 6.0, are strictly adhered to.**

6.0 ECOLOGICAL MANAMGEMENT PLAN

6.1 Enhancement measures

6.1.1 An overview of proposed enhancement measures for each ecological receptor are shown in Table 1, below.

Table 1: Overview of mitigative/compensation actions including timings and personnel

Ecological receptor	Enhancement measures	Timings	Responsible personnel	Future Monitoring required?	Evidence needed
Roosting bats	<p>As an optional enhancement for roosting bats, it is advised that two <i>2F Schwegler Bat Boxes</i> are installed on two suitably mature trees occurring around the periphery of the pond and wider plot. This type of bat box inherently provides good thermal insulation properties..</p> <p>Under the supervision of an experienced ecologist, the bat boxes should be installed at a minimum of 2m above ground level and be positioned south-facing. The installation should follow the manufacturer's instruction. The boxes would be positioned adjacent to the existing pond and woodland which offer foraging and commuting habitat for local bats. The proposed locations of the units should also be determined by the ecologist during a further site visit.</p>	<i>No significant limitations with respect to timings</i>	Appointed ecologist, applicant	No	Yes, photographs of the installed boxes are to be included in a report to be submitted to the LPA.

Ecological receptor	Enhancement measures	Timings	Responsible personnel	Future Monitoring required?	Evidence needed
Nesting birds	<p>To provide additional enhancements for nesting birds, traditional wooden nest boxes are to be installed on two suitably mature trees occurring around the periphery of the pond and wider plot. One of the boxes is to feature a 25mm entrance hole and a second box is to feature a 32mm entrance hole. These have the potential to attract smaller tit species and sparrows.</p> <p>Suitable products are currently available from NHBS at https://www.nhbs.com/nhbs-wooden-bird-nest-box. The nest boxes should be installed following the manufacturer's instructions and under the supervision of an experienced ecologist. The proposed locations of the units should also be determined by the ecologist during a further site visit.</p>	<i>No significant limitations with respect to timings</i>	Appointed ecologist, applicant	No	Yes, photographs of the installed boxes to be included in the report to be submitted to the LPA
Herpetofauna (cont.)	<p>To provide additional enhancements for herpetofauna, and to attract breeding amphibians to the area, two hibernacula will be created within the wider plot. These will be positioned at locations c.3m from the pond edge to avoid submersion. Following advice produced by</p>	<i>No significant limitations with respect to timings</i>	Appointed ecologist, applicant	No	Yes, photographs of the hibernacula to be included in the report to be submitted to the LPA

Ecological receptor	Enhancement measures	Timings	Responsible personnel	Future Monitoring required?	Evidence needed
	Amphibian and Reptile Ground (ARG) ³ , brash piles will be created using logs and tree branches to be piled in a heap over areas of open grassland. The brash piles will measure 2-8m in length and 1-1.5m in height. The brash piles will be overlain with smaller deposits of organic material, such as wood chippings and grass cuttings.				
Curly waterweed	The regular management of this INNS will be undertaken to maintain this area of open water. This will be undertaken as per the control measures given under Appendix II which are extracted from RAPID (2018) ⁴ .	<i>Depending on control method used</i>	Appointed ecologist, applicant, eradication specialist	Yes – frequencies dependent on control method used	Yes, photographs of the progress of eradication to be included in the report to be submitted to the LPA

³ RAPID (2018). GOOD PRACTICE MANAGEMENT GUIDE FOR Curly waterweed (Lagarosiphon major). RAPID, (unpublished).

⁴ Julian, A.J. & Hand, N.K. (2018). *ARG UK Advice Note 11. Managing Habitat for Adders: Advice for Land Managers*. Amphibian and Reptile Groups of the UK.

4.3 Mechanism for Delivery

- 4.3.1 A progress report, pertaining to each mitigative action shown in Table 1, will be produced and submitted to the West Lindsey District Council upon completion of each action.
- 4.3.2 The report will evidence the implementation of this plan and will be completed jointly by the ecologist and site applicant or their successor. The report will further identify the success or failure of each mitigative action and, where necessary, the need to amend this plan.

APPENDIX I – PHOTOGRAPHS



Photograph 1 – Scrub and grassland along the site peripheries



Photograph 2 - Emergent aquatic/semi-aquatic vegetation along pond edge



Photograph 3 - Emergent aquatic/semi-aquatic vegetation along pond edge



Photograph 4 - Frequent duckweed and abundant curly waterweed



Photograph 5 – Invasive curly waterweed

APPENDIX II – CONTROL OPTIONS FOR CURLY WATERWEED

MANAGEMENT METHODS



Mechanical

Covering site with jute matting

Method: For weed stands of $>1\text{m}^2$ to around 1000 m^2 , pre-cut biodegradable jute matting may be fed from shore or boat as appropriate. For depths $>1\text{m}$, this may require scuba divers. In trials, a purpose-modified boat with a rear-mounted dispensing reel was used to deploy sheets of 30 m in length. Weights are attached at the corners of the sheet and at 3 m intervals using tying wire. These 1 kg weights can be made from jute sacks containing washed pea gravel. The sheet should be stretched and laid flush to the bottom over the infested area. The matting should be water-saturated before deployment to enable it to sink effectively. Adjacent sheets can be stitched together using tying wire. In shallow depths ($< 1\text{ m}$), a double layer of jute matting is recommended.

Potential equipment requirements (excluding PPE): Boat modified with dispensing reel, support boat, jute matting (900m long x 5.16m wide, with max weave density of 4mm^2), 1kg weights, rope, 2.5mm gauge tying wire, marker buoys, scuba gear.

Most suitable situation for method: The method is most effective and most easily applied when the plant mass is collapsed on the water bottom. Best in areas with an even substrate that is free from obstructions.

Efficacy: In the trial in Ireland, the jute mats gave a very high degree of control, with the majority of the Curly Waterweed decayed after four months. Seven months after placement, the mats were colonized by native charophytes and, to some degree, by other macrophyte species. Overall, the jute matting has several advantages over plastic sheeting: it is easier to place due to its negative buoyancy, it is biodegradable and therefore cost effective (no removal necessary) and gas permeable (preventing the creation of anoxic conditions), stabilizes sediments and lastly, it assists the regeneration of native macrophytes from the seed bank (Caffrey et al, 2010).

Mechanical (cont)

Constraints: If there are underwater obstacles, laying of matting may be difficult. Areas around obstacles may require suction dredging or hand excavating, depending on the area. If using dredging, waste should be deposited on the site where it have been removed, but far enough away from the water body to prevent plant fragments being washed back into the water. The Regulatory Statement for treatment and disposal of invasive non-native plants is available at: <https://www.gov.uk/government/publications/treatment-and-disposal-of-invasive-non-native-plants-rps-178/treatment-and-disposal-of-invasive-non-native-plants-rps-178>

When to manage Curly Waterweed with jute matting

Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec

Mechanical (cont)

Mechanical Cutting and Harvesting

Method: A containment net should be set around the treatment area. The mechanical cutting boat should be moved over buoyed out sections of the infestation so V-blades and chains rip through the sediment. The cut vegetation will float to the surface and should be removed by a harvesting boat, submerging the front-loading forks just below the water surface. Weed should be taken for composting on dry land. In very dense stands, the canopy may be thinned first by the front-loading forks on the harvesting boat before V-blading commences. The containment net should be serviced regularly to remove weed fragments.

If a mechanical cutting boat is not available or the site is not suitable, weed knives, trailing knives, chains, rakes, etc. can be used as long as the location is netted to retain propagules

Post-control assessment is essential both immediately after the control operations to assess the need for further control and additionally at least annually. Remediation measures such as re-planting or transplantation of native species may be required. Further control treatment may be necessary.

Potential equipment requirements (excluding PPE): Mechanical cutting boat with trailing V-blades (2.5 m long) attached by chains up to 8 m long, harvesting boat with front-loading forks, support boat, containment net, composting area or vehicle & trailer if not disposing at site. Drysuits, wheelbarrows, forks, rakes, stop-nets and sweep nets.

Most suitable situation for method: This method may be more effective than covering when the weed is growing erectly and forming a surface canopy. Curly Waterweed tends to survive over winter in Southern areas of Britain, and therefore mechanical control can be undertaken early in the season. Further north, the plant mass collapses, but never dies down completely, meaning that early season cutting should be deeper than normal, or should be delayed until the plant has started to grow in late April.

Mechanical (cont)

Efficacy: Efficacy is dependent on the site and equipment. If Curly Waterweed is harvested repeatedly and close to the bottom, a change to more desirable vegetation can occur. If weed is only partially or locally removed, Curly Waterweed readily re-establishes from leftover fragments and encroachment of the remaining Curly Waterweed occurs (Bickel 2012). Submerged objects will compromise efficiency. Generally thought to be effective if propagules can be prevented from spreading.

Disposal of plant material should follow the Regulatory Statement for treatment and disposal of invasive non-native plants, available at: <https://www.gov.uk/government/publications/treatment-and-disposal-of-invasive-non-native-plants-rps-178/treatment-and-disposal-of-invasive-non-native-plants-rps-178>

Constraints: Requires good access and appropriate methods for waste management. Great care needs to be taken to avoid spreading the plant fragments.

When to manage Curly Waterweed with cutting (dependent on area of UK)

Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec

Manual

Hand pulling

Method: Scuba diving can be used for treatment of infestations of low abundance (<1 m²). Work downstream of water current to maintain visibility. Pull the weed at the base of the stem from the substrate ensuring all roots and rhizoids are removed. Place the removed material into a mesh bag and compost on dry land.

Potential equipment requirements (excluding PPE): Boats, scuba gear, drysuits, bags for collecting weeds, wheelbarrows, forks, rakes. Vehicle & trailer if not disposing at site. Stop-nets and sweep nets.

Most suitable situation for method: Shallow areas or sites at which the water level can be dropped for management purposes (unless you have scuba gear). Curly water-thyme can grow to a depth of 3m.

Efficacy: As a stand-alone method, efficacy is moderate to poor. Hand weeding can be a very efficient follow up method after suction dredging (Bickel 2012). Hand weeding is labour intensive and costs can be high.,

Constraints: Time-consuming, expensive, requires good access and shallow water (unless you have scuba gear).

When to manage Curly Waterweed with hand pulling: all year round

Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec

Preventing spread

Preventing the spread of Curly Waterweed between areas is key in any attempts to contain or eradicate the species. Check, clean, dry is the standard recommended biosecurity measure. In addition to this, a study has shown that treating equipment with hot water (45°C for 15 minutes) is as, or more, effective for Curly Waterweed, with 97% mortality 1 hour after treatment compared with drying which required around 3.2 days for 90% mortality. This compares to 17 days required for 90% mortality with no treatment (placed in unsealed plastic bags and stored in a climate controlled room at 14 ± 1 °C).

Legislation

Under the EU Invasive Alien Species Regulation, as well as Section 14 (2) of the Wildlife and Countryside Act 1981 (as amended) and Article 15 (2) of the Wildlife (Northern Ireland) Order 1985, it is an offence to plant this species, or otherwise cause it to grow, in the wild. Under the EU Invasive Alien Species Regulation it is also an offence to import into the EU, keep, grow or cultivate, transport (to, from or within the EU; except to facilitate eradication), place on the market, use or exchange this species - unless there are specific exemption or permit.

Health and Safety

Useful resources and guidance on health and safety when planning a project working with invasive species is available on the GBNNSS website: <http://www.nonnativespecies.org/index.cfm?pageid=266>

Acknowledgements

Thanks to Local Action Groups and to the Environment Agency for input and advice.

PAPER E

PAPER F

PAPER G

Community Grants Policy

Contents

Part A - policy	2
Priorities	2
General information for applicants	2
Who is eligible to apply	2
Who and what is not eligible to apply	3
What can be funded	4
The following are unlikely to be considered a grant priority	4
Conditions of grant.....	4
Part B – applications guidelines & procedure	6
Preparing your application	6
How to apply	6
How decisions will be made.....	6
What happens next.....	6

Part A - policy

To ensure that fair and proper consideration can be given to all requests, the Council requires a fully completed application form to be submitted to the Town Clerk:

If the organisation is a new entity with no accounts available, please provide a Business Plan, stating aims and objectives, along with a financial projection for at least the current financial year, where this is not possible applicants should seek advice from the Clerk. Award of the grant shall be by discretion of the Council.

Priorities

The priorities in awarding grants are set out below:

To benefit communities in the Parish of Gainsborough by supporting organisations and projects which help to improve safety, recreation, education, community pride, sports, art and culture.

General information for applicants

Grants are available up to £1000 and the amount awarded will be determined by the Town Council. At our discretion we will award a sum greater than £1000 if financial resources allow and we view the grant applications as having merit.

Who is eligible to apply

The following organisations may apply to the Town Council for a Community Grant:

- a. A Gainsborough Town based charitable and/or non-profit making organisations; the Council regrets therefore that applications from Commercial organisations will not be considered. National appeals are, with limited exceptions, regrettably outside the legal scope of the Council's grant-aid scheme
- b. Citizen(s) of Gainsborough requesting grant aid with a project/event, which will be for the benefit of the local community
- c. A Gainsborough based club/association/charity/sports club serving a specific section of the community or the community as a whole. The more socially inclusive groups will be more likely to be successful in their applications

It is the Town Council's policy to give preference to groups/organisations/projects which are Gainsborough based but applications may also be considered from:

- a. An organisation/group, local, regional or national which serves the needs of the town
- b. A local branch of a regional or national organisation/group which serves the needs of the citizens of Gainsborough

To be eligible for a Community Grant an organisation must:

- Be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes with a clearly stated social ambition for the community of Gainsborough.
- We will consider applications from social enterprises who can demonstrate that their initiative will have a positive and sustainable impact upon Gainsborough.
- Be able to provide a copy of its latest annual accounts and most recent bank statement.
- Have a bank account operated by a minimum of at least two joint signatories.
- Where appropriate, be able to demonstrate that Child and Vulnerable Adult Safeguarding measures are in place. This will be usually in the form of an appropriate policy that requires those working directly with children and vulnerable adults to be DBS checked and approved.

Applications do not have to be from groups that already exist but, in such circumstances, the Council will need to be satisfied as the manner in which any project for which a Community Grant is sought will be delivered and may impose additional conditions on any grant awarded or delay the award until the project has been completed.

The application must be made on the official application form and must be returned to the Town Council by the deadlines:

The deadline for receipt of applications is:

- 28th February (for determination in March)
- 31st May (for determination in June)
- 31st August (for determination in September)
- 30th November (for determination in December)

The Community Services Committee will decide who the successful applicants are and thereafter the Community Grant will be awarded. Only one Community Grant will be issued per annum per applicant.

Who and what is not eligible to apply

We will normally reject applications from:

- Projects which are the prime statutory responsibility of other government bodies or would normally be funded by a local or regional authority
- Projects which improve or benefit privately owned land or property
- Support for private business projects
- Applications by “for – profit” commercial organisations
- Projects which have already been completed or will have been by the time the grant is issued
- Applications for grants in respect of ongoing expenditure or revenue running cost

- From regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for the residents served by Gainsborough Town Council.
- From organisations with political affiliations or those established for the purpose of forwarding a party political agenda.

What can be funded

The project should be something that makes the local community a better place in which to live, work or visit it should be something that will provide a long lasting and sustainable benefit to our local area.

Projects may be funded if one or more of the following **criteria** are met:

- It should benefit people who live in Gainsborough
- It must be sustainable in the longer term
- It should engender a sense of civic pride

Additionally:

- Help will be given to new or informal groups of people who have formed to undertake new projects and priority will be given to those who are doing something which adds value, rather than applications for running costs
- Priority will be given to applicants who have not previously received grants from Gainsborough Town Council before.

The following are unlikely to be considered a grant priority

- Projects where there is a large shortfall in the funding needed required to complete the project .
- Projects that simply replace existing facilities with no significant improvement
- However, all grant applications will be considered on their own merits.

Conditions of grant

- Gainsborough Town Council support must be acknowledged as appropriate on all publicity and promotional material including posters, advertisements, press releases and leaflets
- Financial support can only be used for the purpose for which the Community Grant is given, and as such we consider our grant to be registered as “Restricted Funding” Failure to adhere to this condition could lead to the cancellation or reduction in the value of the grant
- Grants must be used within 12 months of the date of the Grant payment.
- Grants will only be awarded for forthcoming projects – not retrospectively.
- The Council reserves the right to request a copy of invoices and/or other documentation as evidence that the expenditure has been incurred.

- Organisations receiving grant-aid in excess of £500, as a condition, are required to provide the Council with a written report within 12 months of the award date to demonstrate how the funds were expended.
- If an organisation dissolves and the grant has not been spent the Council would expect the organisation to reimburse the grant-aid awarded.
- Organisations are not restricted to the number of grant applications submitted to the Council for grant-aid over a period of time, however the history of previous applications will be considered in the decision making process.
- The giving of a grant one year does not set a precedent for another year.
- Grants must not be distributed to any other organisation.

Application forms are available from:

Gainsborough Town Council, Richmond House, Richmond Park, Morton Terrace,
Gainsborough, Lincolnshire, DN21 2RJ
Tel. No. 01427 811573

Part B – applications guidelines & procedure

Preparing your application

How to apply

- Complete the application form
- Submit completed application form along with all relevant additional information requested to the Town Clerk before the published deadlines

How decisions will be made

We may not be able to fund all projects as there may be more applications than money available. All applications will be considered but you may not receive the full amount of grant you apply for.

The application will be assessed initially by the Town Council's Community Services Committee based on the following criteria:-

- General eligibility
- Impact on key local need
- Community support
- Value for money
- Environmental impact
- Community involvement
- Feasibility
- Likely effectiveness

The decision of the Town Council is final and the Council will not enter into correspondence concerning the assessment of the grant.

What happens next

- If your application is successful you will be sent a letter informing you. Included with this will be an acceptance form and the terms and conditions of funding. You need to read these, sign the acceptance form and return it to us.
- If you are unsuccessful we will write to tell you so.
- In certain circumstances, we may ask you to meet other conditions before we issue your grant.
- When your project is finished we may ask you to provide copies of invoices related to the project.

Gainsborough Town Council reserves the right to vary the application of this policy in circumstances where significant benefit to the town is demonstrated.

Grant Application Form

1. Name and Contact Details

Applicant Name: _____Gemma Atkinson _____

Address: _____Hillcrest Early Years Academy , Heapham Road, Gainsborough DN21 1SW_

Telephone Number: __01427 613483 _____

Email: G.ATKINSON@HILLCREST.LINCS.SCH.UK _____

Type of Organisation:

School/College	<input checked="" type="checkbox"/>
Sports Club	<input type="checkbox"/>
Youth Group	<input type="checkbox"/>
Educational Organisation	<input type="checkbox"/>
Other (Please specify below)	<input type="checkbox"/>

2. Project Details

Please give a brief outline of the project for which you are seeking funding.

We are looking to replace our reading for pleasure books, our current books are very tired and are not looking their best. Unfortunately they are not appealing to our children and are often not chosen to read because of their poor state. Its recommended that 10% of books are replaced each year.

We currently have an early years nursery provision that has some large planters in which were installed in 2022. Unfortunately, we have not had the funding to add plants and shrubs to the area for the children to explore. We are looking to add some sensory plants and some fruit trees for the children to discover during their sessions.

Will your project benefit people from outside of your organisation? Yes ✓ No

If yes, please explain how below.

Our academy currently has 230 children on roll, these children will be able to access all areas

How many people do you expect to benefit from your project?

1 – 10

61 – 100

11 – 30

101 - 200

31 – 60

200 + (please give estimate) 230

3. Project Costs

What is the total cost of your project: £1000

How much are you seeking as a grant from Gainsborough Town Council: £1000

Please provide a breakdown of your project costs in the table below.
(Please continue on a separate page and attach the page to this form if there is insufficient room below)

Item	Cost
Reading for please books & resources	£500
Various plants & shrubs to enhance area	£500
	£
	£
	£
	£
	£
	£
	£
	£
	£
TOTAL COST	£1000

Have you applied for funding for this project from any other funders? Yes No

If yes, please give details in table below.

Name of Funder	Funding Awarded? Please answer Yes or No	Amount Awarded £
		£
		£
		£
		£
		£

4. Evidence of Need

Please outline what steps you have taken to identify that there is a need for your project or confirm how you know that there is a need for your project?

Hillcrest Early Years Academy, located in Gainsborough, is in the West Lindsey District of Lincolnshire. We are an Infant Academy which specialises in providing high - quality Early Years Education to give children the best possible foundations for their future educational journey. The school sits in a high area of deprivation with 20% SEND and 60% of our pupils eligible for Pupil Premium. There are currently 233 children on roll with a two-form entry class structure. Due to the demographics of the catchment area, children at Hillcrest Early Years Academy have traditionally low starting points, particularly with their Communication and Language. As a school, we started our Little Wandle journey in February 2022 after exploring DfE validated SSP programmes. It is recommended that 10% of reading books are replaced each year to ensure the quality and love of reading continues. Unfortunately, we are requiring more than 10% of our books replacing and we have highlighted gaps in areas of interest which we would like to fill.

The early years outdoor areas was refurbished in 2022 this area has made a huge impact on the children of the academy meaning they have been able to access the outdoor activities all year round. Two large planters were installed in the areas to give the children the opportunity for veg growing, a sensory garden and to encourage wildlife to visit. Funds have allowed us to add some soil to the planters but we have been unable to add plants etc.

5. Schedule

When will your project start? ___As soon as funds allow. ___

For how long will your project continue? _____

6. Supporting Documents

First Time Applicants

All first time applicants should send with this application the following documents:

1. Your Organisations Constitution / Terms of Reference
2. Your most recent set of accounts
3. Most recent bank statement.

All Applicants

Please send any supporting documents you believe will assist in helping the Council consider your application i.e. consultation results, photographs, newspaper articles, testimonials, letters of support etc.

In all cases you must provide a minimum of 2 quotations for all items of expenditure detailed in your cost breakdown or an explanation of how you have calculated the cost stated.

What Happens Next

The Council will consider your application at the next appropriate meeting (typically held every quarter).

The Clerk will contact you within 4 weeks of the meeting at which your application is considered to confirm if your application has been successful and will if required confirm at that time the arrangements for payment of your grant.

After Your Project

Please note that by signing the Declaration below you agree, if requested, to provide a report to the Council, or answer questions from the Council regarding the outcome of your project.

Declaration

I declare that the information I have given in this application is true to the best of my knowledge and belief.

Signed...  Date.. 29/9/24

Name.. G. ATKINSON

Position in Organisation.....

THIS APPLICATION AND ALL SUPPORTING DOCUMENTS SHOULD BE SENT TO THE FOLLOWING ADDRESS:

Town Clerk
Richmond House
Richmond Park
Morton Terrace
Gainsborough
Lincolnshire
DN21 2RJ

PAPER H



Grant Application Form

1. Name and Contact Details

Applicant Name: Jane Field – representing Morton Festival volunteer team as part of Morton Village Hall, Walkerith Road, Morton, Gainsborough, Lincs DN21 3AL

Address: Personal address : [REDACTED] [REDACTED]

Telephone Number: [REDACTED]

Email: [REDACTED]

- Type of Organisation:
- School/College
 - Sports Club
 - Youth Group
 - Educational Organisation
 - Other (Please specify below)
 - Community volunteer group

2. Project Details

Please give a brief outline of the project for which you are seeking funding.

The village has a tradition of holding a feast. “In July 1875, it was recorded that festivities for the annual Morton Feast took place and in 1880 the three main attractions being bicycle and donkey racing and the greasy pole ! Alongside fairground sideshows and swing boats.” July 12th or the first Sunday after was always the date.

Other events over the years – slow bike ride, pram racing, trotting ponies, cricket matches, pancake races, tug of war, talent shows, river side runs, BBQs, best kept garden, village hall dances and fancy dress and Miss Morton competition.

Historically, it has been a key event for the village, but unfortunately over a past number of years it has lost it’s focus and has had a lack of volunteers.

But this is where the Morton Festival team fit in, so from the end of 2022 a small team of us has formed to raise funds for the next Morton Feast event:

Band Nights
Afternoon Tea
Childrens parties and
Table Top Sales

And these have been successful.

But now we want to develop our plans and alongside these type of events – get ready for modernising and bringing back a bigger Morton Feast event and to run for a day in the summer on the village playing field, Crooked Billet Street, Morton, keeping with tradition near to the 12th July...

So our vision for 2024 is for :

Music – various live music entertainers, providing music from across the ages.

Stage, lighting and event compare

A marquee

Street food vendors, refreshments and drinks

Childrens games area and things to do

Displays (eg dancing, theatre groups, birds of prey, cadets, scouts)

Craft stalls

Zone for picnics and for bringing along chairs

And finally, a super raffle

In January a meeting was held between the various parties in the village to get them engaged and onboard with our plans:

Morton Parish Council

Morton Church

Morton School

WLDC Councillors

Morton Village Hall

The project is being managed by myself (as I am a project manager in my day job). We now meet as a team every 3 weeks and the wider community groups as listed above too.

Will your project benefit people from outside of your organisation? Yes

If yes, please explain how below.

This is a community event in totality and there will be no charge to come and join in the Festival. We aim that there will be no cost for the activities, but where charges are being made, we plan to keep them affordable. Our vision is to provide for Morton, Gainsborough and surrounding communities:

- Day of fun, attractions and music for all the family and community.
- Lift the spirits for everyone and provide a great time.
- Improve wellbeing and reduce social isolation.
- Showcasing younger members of the community with their displays and encourage them to thrive and gain confidence.
- Support up-and-coming local businesses.
- Promote our sponsors and prize givers.
- Promote and support local groups, other charities and entertainers.
- Promote the village that it's a great place to live and for people to join in and get involved.

We have posted out on social media for entertainers, bands, musicians, craft stalls etc and we have had some great offers from groups of all ages that volunteer themselves to be part of a group or

younger people that are trying to get into the sector of music, dance and entertainment. The whole ethos of our event is not a commercial one, but one that that it supports people, gives them confidence and an opportunity to showcase themselves. Whether in entertainment, music, dancing, a small business, a charity or voluntary group.

How many people do you expect to benefit from your project?

1 – 10

61 – 100

11 – 30

101 - 200

31 – 60

200 + (please give estimate) 500 to 1000

3. Project Costs

What is the total cost of your project:

Total actually unknown at the current time. The real costs of the Festival will be all of the 'infrastructure'

How much are you seeking as a grant from Gainsborough Town Council:

Any contribution is greatly appreciated. To cover the cost of the marquee at £730 would be amazing.

Please provide a breakdown of your project costs in the table below.

(Please continue on a separate page and attach the page to this form if there is insufficient room below)

Item	Cost
Stage hire approx	£300.00 uncovered
Lighting and PA approx	£ 175.00
Marquee approx	£ 750.00
Generators approx	£
First Aid	£ 200.00
Portaloo	£ 500.00
Childrens entertainment / bouncy castles etc	£ 300.00
Waste management approx	£ 200.00
	£
TOTAL COST	£2405.00

Have you applied for funding for this project from any other funders? Yes No

If yes, please give details in table below.

Name of Funder	Funding Awarded? Please answer Yes or No	Amount Awarded £
Councillors Initiative Fund	Not currently known circa £1K hopefully following conversations	£
		£
		£

4. Evidence of Need

Please outline what steps you have taken to identify that there is a need for your project or confirm how you know that there is a need for your project?

We are a workstream off the wider village hall committee and would really appreciate some grant funding to help with the 'infrastructure' of the day (stage, marquee, health and safety requirement, risk management etc) and to provide some contingency for wet weather.

5. Schedule

When will your project start?

We started to co-ordinate the project back in November, but have become more focussed now and are booking things in.

For how long will your project continue?

Up to and including 14 July 2024 for this year.

6. Supporting Documents

First Time Applicants

All first time applicants should send with this application the following documents:

1. Your Organisations Constitution / Terms of Reference
2. Your most recent set of accounts
3. Most recent bank statement.

All Applicants

Please send any supporting documents you believe will assist in helping the Council consider your application i.e. consultation results, photographs, newspaper articles, testimonials, letters of support etc.

In all cases you must provide a minimum of 2 quotations for all items of expenditure detailed in your cost breakdown or an explanation of how you have calculated the cost stated.

What Happens Next

The Council will consider your application at the next appropriate meeting (typically held every quarter).

The Clerk will contact you within 4 weeks of the meeting at which your application is considered to confirm if your application has been successful and will if required confirm at that time the arrangements for payment of your grant.

After Your Project

Please note that by signing the Declaration below you agree, if requested, to provide a report to the Council, or answer questions from the Council regarding the outcome of your project.

Declaration

I declare that the information I have given in this application is true to the best of my knowledge and belief.

Signed Jane Field
Date 6 March 2024
 Volunteer Morton Festival team

THIS APPLICATION AND ALL SUPPORTING DOCUMENTS SHOULD BE SENT TO THE FOLLOWING ADDRESS:

Town Clerk
Richmond House, Richmond Park, Morton Terrace, Gainsborough, Lincolnshire DN21 2RJ

31 January 2024

Our Reference: 011358

Jane Field

Gainsborough, Lincolnshire

QUOTATION

Marquee Hire - 13 July

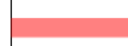

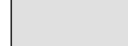






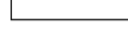

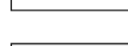

	Quantity	Price	Total
Marquee			
6m x 15m Framed Structure	1	728.86	728.86
STAGE			
Stage 6m x 3.6m	1	256.10	256.10
	Sub Total		£984.96
	Transport Charge		£100.00
	Damage Waiver		£48.50
	Nett Total		£1,133.46
	V.A.T.		£226.69
	Total		£1,360.15

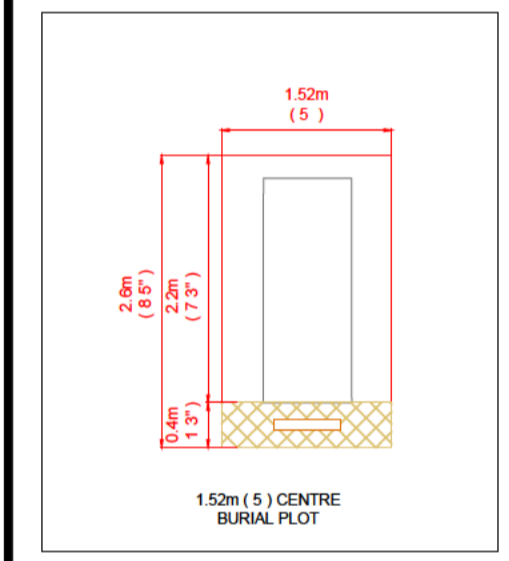
PAPER I

PAPER J

HICKMAN HILL HOTEL



-  APPLICATION BOUNDARY
-  GRASS REINFORCED 3.5m ROADWAY
-  EXISTING ACCESS ROADWAY
-  EXISTING FOOTPATH
-  PROPOSED PASSING BAYS
-  GRASS REINFORCED 1.8M PATHWAY
-  EXISTING TREES
-  EXISTING BOUNDARY VEGETATION
-  BURIAL RAFT AND HEADSTONE (506 PLOTS)
-  BENCH
-  BINS
-  WATER POINT
-  HEARSE TRACKING



506 BURIAL PLOTS
BACK TO BACK
TREES AND VEGETATION
RETAINED

Rev	Date	Description	By
02	28.11.23	Reduce size of plot to 2.2m (7'3").	PC
01	20.11.23	Red line boundary to extend to include access roadway and connect to pathway in existing cemetery. Move access roadway to center of site. Passing bays along existing access.	PC

CLIENT
GAINSBOROUGH TOWN COUNCIL

PROJECT
GAINSBOROUGH CEMETERY EXTENSION

TITLE
GENERAL SITE LAYOUT PLAN OPTION 1



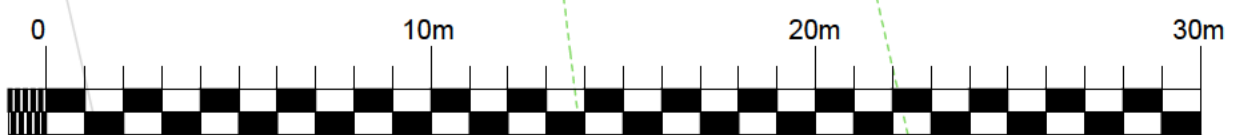
CDS
Cemeteries & Crematoria
Parks & Leisure
Environmental Solutions

The CDS Group
Building 51, Wrest Park
Silsoe, Bedfordshire
MK45 4HS

+44 (0)1525 864387
www.thecdsgroup.co.uk



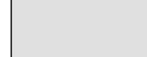










Drawn by: PC	Approved by: BC	Drawing Status: DRAFT
Scale 1:200 @ A1 Sheet 1 of 1	Date: JULY 2021	

Drawing : D210008_CDS_EN_ZZ-DR-Y-003 | Rev: 02

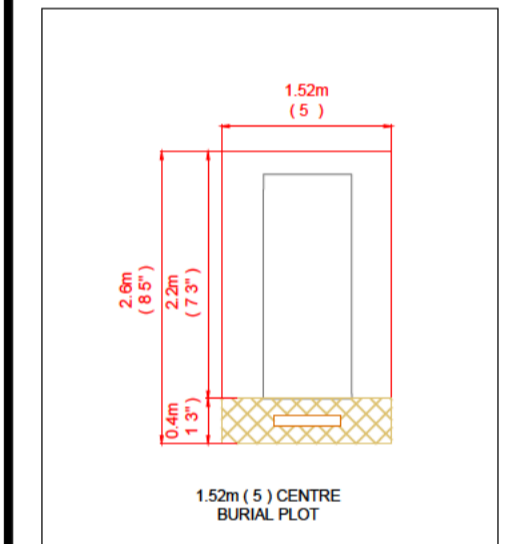


HICKMAN HILL HOTEL



-  APPLICATION BOUNDARY
-  GRASS REINFORCED 3.5m ROADWAY
-  EXISTING ACCESS ROADWAY
-  EXISTING FOOTPATH
-  PROPOSED PASSING BAYS
-  GRASS REINFORCED 1.8M PATHWAY
-  EXISTING TREES
-  EXISTING BOUNDARY VEGETATION
-  BURIAL RAFT AND HEADSTONE HEADSTONE (628 PLOTS)
-  BENCH
-  BINS
-  WATER POINT
-  HEARSE TRACKING

628 BURIAL PLOTS
BACK TO BACK
TREES REMOVED AND
VEGETATION RETAINED



Rev	Date	Description	By
00	00.00.00	x	x

CLIENT

GAINSBOROUGH TOWN COUNCIL

PROJECT

GAINSBOROUGH CEMETERY EXTENSION

TITLE

GENERAL SITE LAYOUT PLAN OPTION 2



-  Cemeteries & Crematoria
-  Parks & Leisure
-  Environmental Solutions

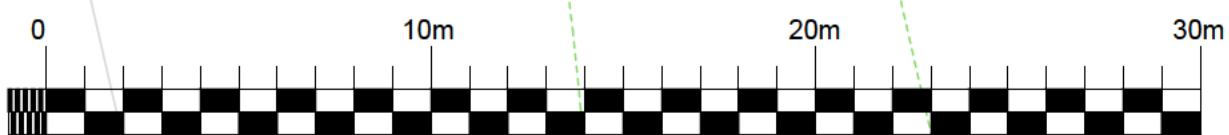
The CDS Group
Building 51, Wrest Park
Silsoe, Bedfordshire
MK45 4HS

+44 (0)1525 864387
www.thecdsgroup.co.uk

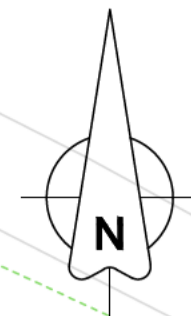
Drawn by: PC	Approved by: BC	Drawing Status: DRAFT
-----------------	--------------------	--------------------------

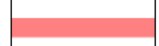

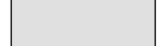






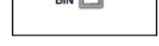

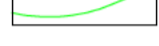
Scale 1:200 @ A1 Sheet 1 of 1	Date: NOV 2021
----------------------------------	----------------

Drawing : D210008_CDS_EN_ZZ-DR-Y-004 | Rev: 00

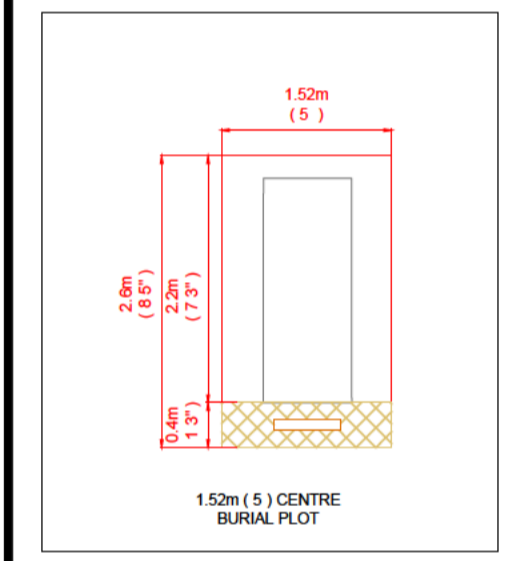


HICKMAN HILL HOTEL



-  APPLICATION BOUNDARY
-  GRASS REINFORCED 3.5m ROADWAY
-  EXISTING ACCESS ROADWAY
-  EXISTING FOOTPATH
-  PROPOSED PASSING BAYS
-  GRASS REINFORCED 1.8m PATHWAY
-  GRASS REINFORCED 3.5m PATHWAY
-  EXISTING TREES
-  BURIAL RAFT AND HEADSTONE HEADSTONE (723 PLOTS)
-  BINS
-  WATER POINT
-  HEARSE TRACKING

723 BURIAL PLOTS
BACK TO BACK
ROADWAY AND TURNING
HEAD RELOCATED
TREES AND VEGETATION
REMOVED



Rev	Date	Description	By
00	00.00.00	x	x

CLIENT
GAINSBOROUGH TOWN COUNCIL

PROJECT
GAINSBOROUGH CEMETERY EXTENSION

TITLE
GENERAL SITE LAYOUT PLAN OPTION 3

CDS

-  Cemeteries & Crematoria
-  Parks & Leisure
-  Environmental Solutions

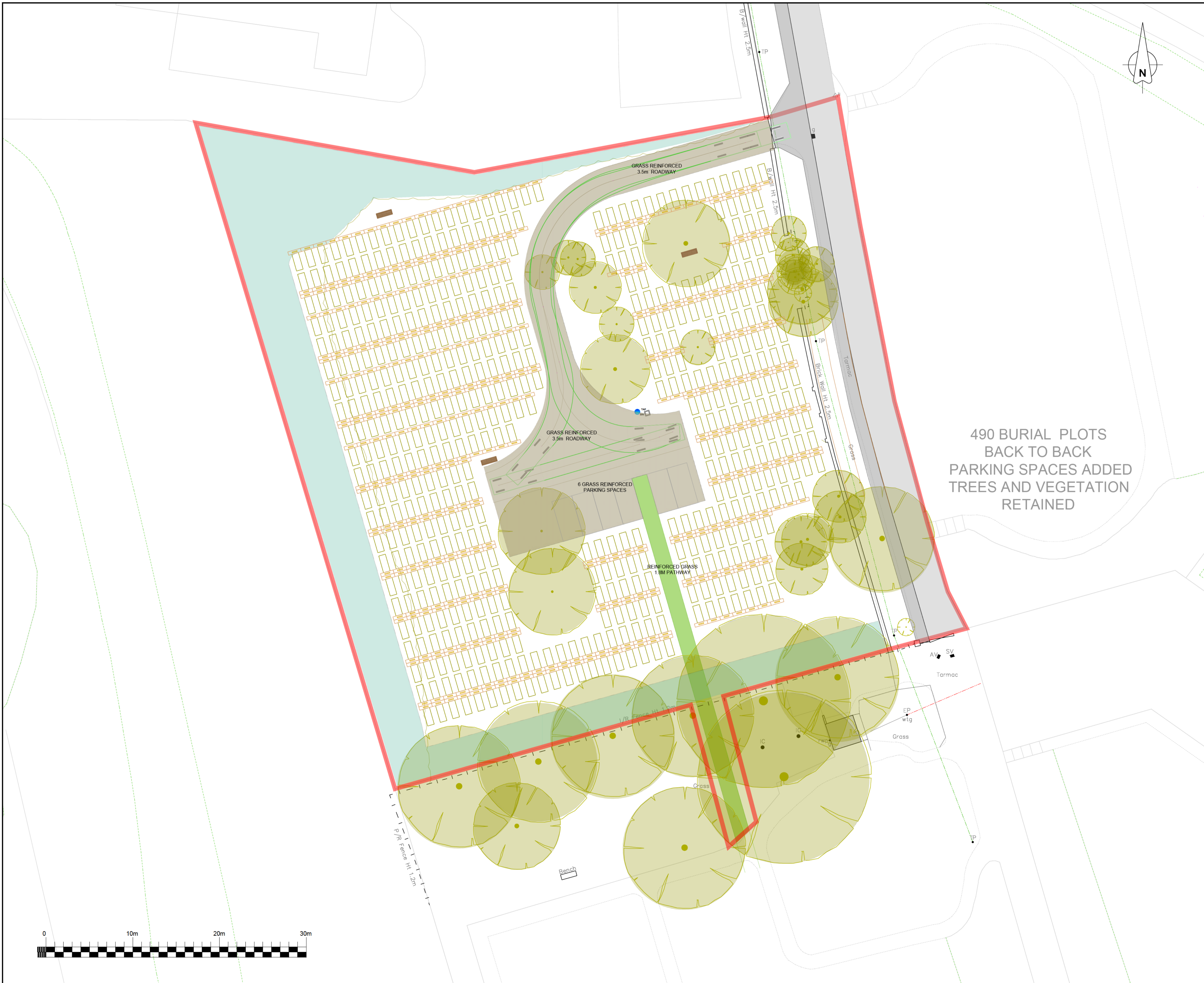
The CDS Group
Building 51, Wrest Park
Silsoe, Bedfordshire
MK45 4HS

+44 (0)1525 864387
www.thecdsgroup.co.uk

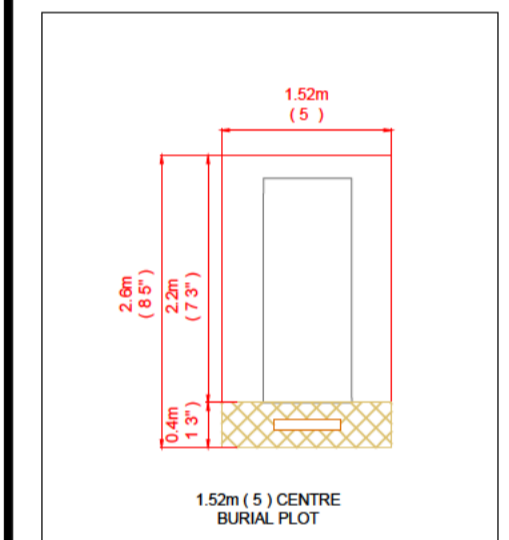
Drawn by: PC	Approved by: BC	Drawing Status: DRAFT
Scale 1:200 @ A1 Sheet 1 of 1	Date: NOV 2021	

Drawing : D210008_CDS_EN_ZZ-DR-Y-005 Rev: 00

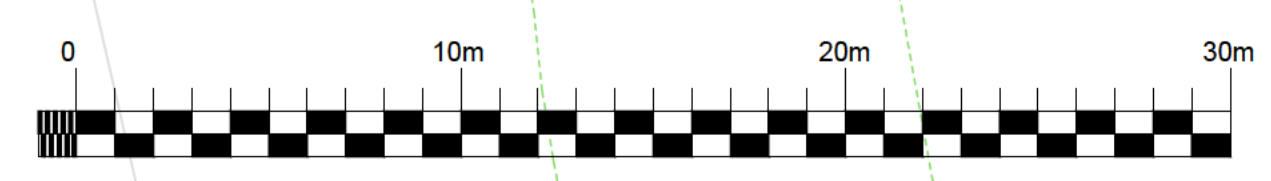




- APPLICATION BOUNDARY
- GRASS REINFORCED 3.5m ROADWAY
- EXISTING ACCESS ROADWAY
- EXISTING FOOTPATH
- PROPOSED PASSING BAYS
- GRASS REINFORCED 1.8M PATHWAY
- EXISTING TREES
- EXISTING BOUNDARY VEGETATION
- BURIAL RAFT AND HEADSTONE HEADSTONE (490 PLOTS)
- BENCH
- BINS
- WATER POINT
- HEARSE TRACKING



490 BURIAL PLOTS
 BACK TO BACK
 PARKING SPACES ADDED
 TREES AND VEGETATION
 RETAINED

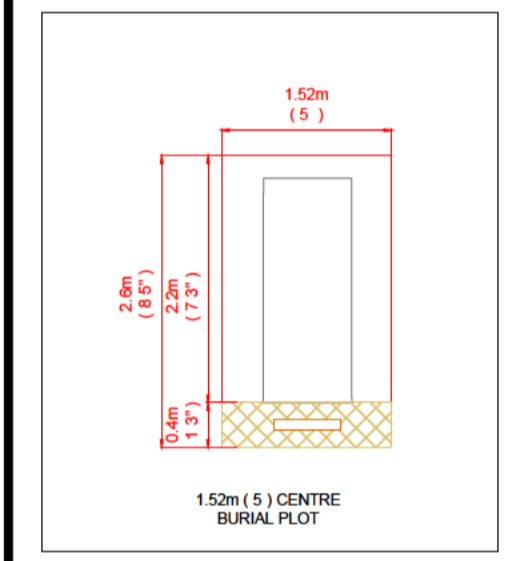


Rev	Date	Description	By
CLIENT			
GAINSBOROUGH TOWN COUNCIL			
PROJECT			
GAINSBOROUGH CEMETERY EXTENSION			
TITLE			
GENERAL SITE LAYOUT PLAN OPTION 4			
Cemeteries & Crematoria Parks & Leisure Environmental Solutions			
The CDS Group Building 51, Wrest Park Silsoe, Bedfordshire MK45 4HS		+44 (0)1525 864387 www.thecdsgroup.co.uk	
Drawn by: PC	Approved by: BC	Drawing Status: DRAFT	
Scale 1:200 @ A1 Sheet 1 of 1		Date: JULY 2021	
Drawing : D210008_CDS_EN_ZZ-DR-Y-006			Rev: 00



575 BURIAL PLOTS
 BACK TO BACK
 PARKING SPACES ADDED
 TREES REMOVED,
 VEGETATION RETAINED

-  APPLICATION BOUNDARY
-  GRASS REINFORCED 3.5m ROADWAY
-  EXISTING ACCESS ROADWAY
-  EXISTING FOOTPATH
-  PROPOSED PASSING BAYS
-  GRASS REINFORCED 1.8M PATHWAY
-  EXISTING TREES
-  EXISTING BOUNDARY VEGETATION
-  BURIAL RAFT AND HEADSTONE HEADSTONE (575 PLOTS)
-  BINS
-  WATER POINT
-  HEARSE TRACKING



Rev	Date	Description	By

CLIENT
GAINSBOROUGH TOWN COUNCIL

PROJECT
GAINSBOROUGH CEMETERY EXTENSION

TITLE
GENERAL SITE LAYOUT PLAN OPTION 5



Cemeteries & Crematoria
Parks & Leisure
Environmental Solutions

The CDS Group
 Building 51, Wrest Park
 Silsoe, Bedfordshire
 MK45 4HS

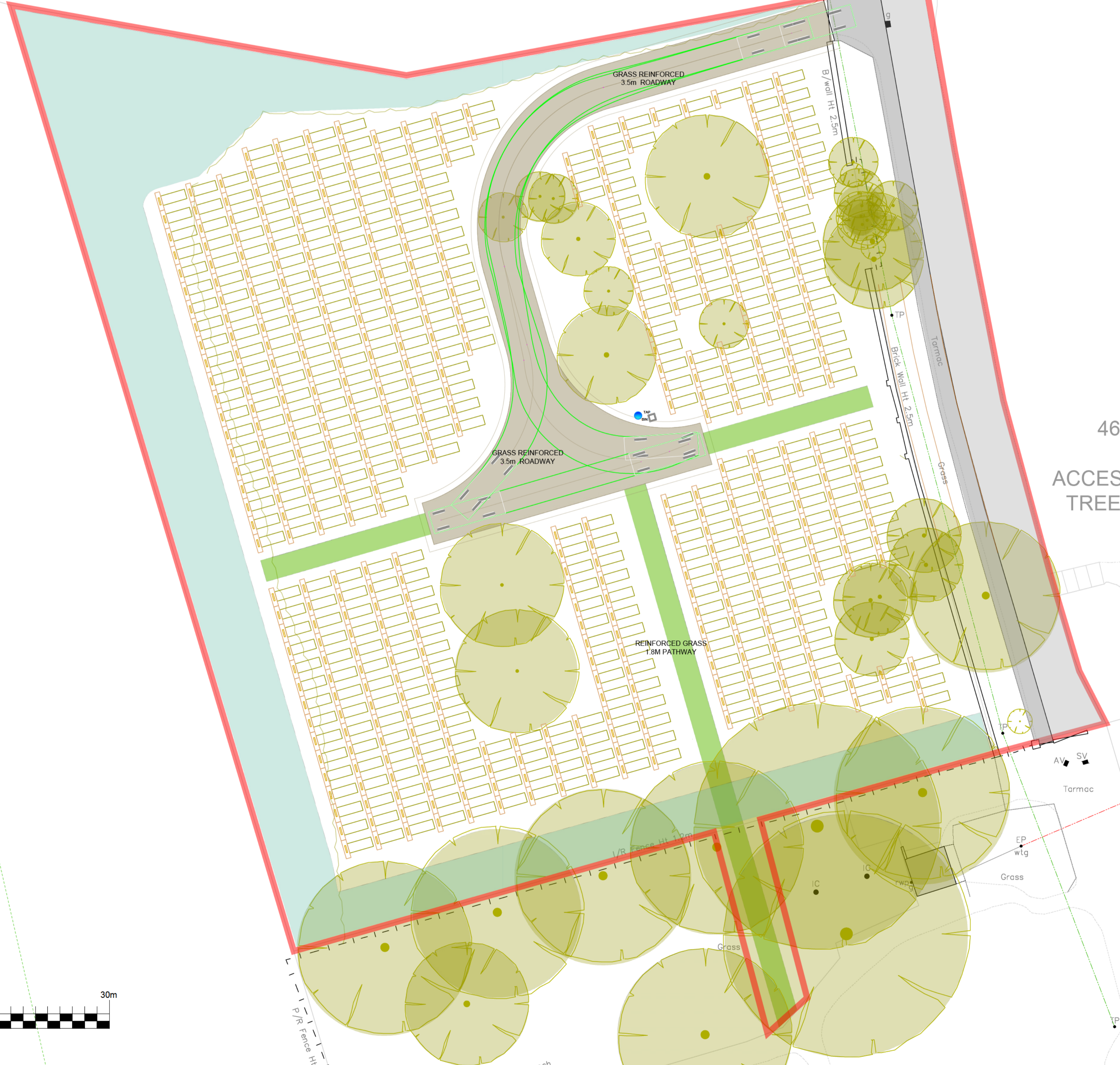
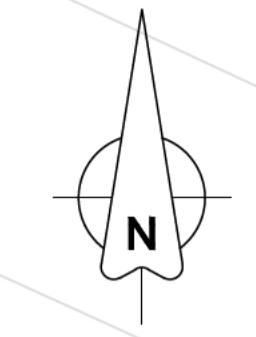
+44 (0)1525 864387
www.thecdsgroup.co.uk

Drawn by: PC	Approved by: BC	Drawing Status: DRAFT
Scale 1:200 @ A1	Date: JULY 2021	

Drawing : D210008_CDS_EN_ZZ-DR-Y-007 | Rev: 00

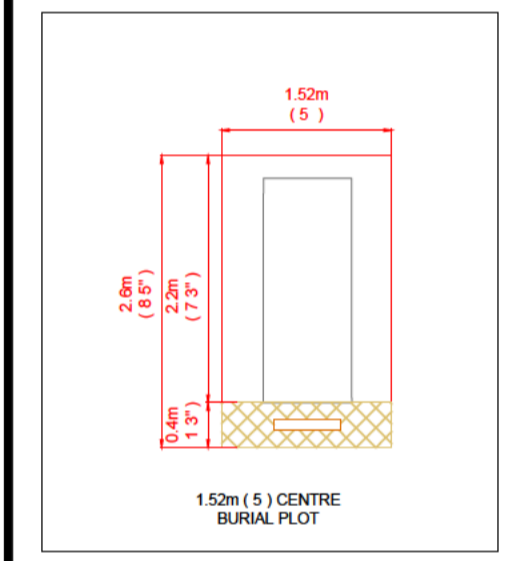


HICKMAN HILL HOTEL



463 BURIAL PLOTS
EAST FACING
ACCESS PATHWAYS ADDED
TREES AND VEGETATION
RETAINED

- APPLICATION BOUNDARY
- GRASS REINFORCED 3.5m ROADWAY
- EXISTING ACCESS ROADWAY
- EXISTING FOOTPATH
- PROPOSED PASSING BAYS
- GRASS REINFORCED 1.8M PATHWAY
- EXISTING TREES
- EXISTING BOUNDARY VEGETATION
- BURIAL RAFT AND HEADSTONE HEADSTONE (463 PLOTS)
- BENCH
- BINS
- WATER POINT
- HEARSE TRACKING



Rev	Date	Description	By

CLIENT
GAINSBOROUGH TOWN COUNCIL

PROJECT
GAINSBOROUGH CEMETERY EXTENSION

TITLE
GENERAL SITE LAYOUT PLAN OPTION 6

CDS

- Cemeteries & Crematoria
- Parks & Leisure
- Environmental Solutions

The CDS Group
Building 51, Wrest Park
Silsoe, Bedfordshire
MK45 4HS

+44 (0)1525 864387
www.thecdsgroup.co.uk

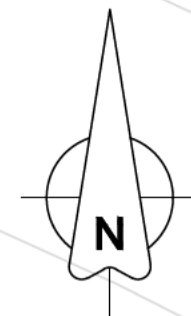
Drawn by: PC	Approved by: BC	Drawing Status: DRAFT
-----------------	--------------------	--------------------------

Scale 1:200 @ A1 Sheet 1 of 1	Date: JULY 2021
----------------------------------	-----------------

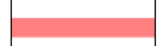

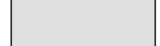









Drawing : D210008_CDS_EN_ZZ-DR-Y-008 Rev: 00

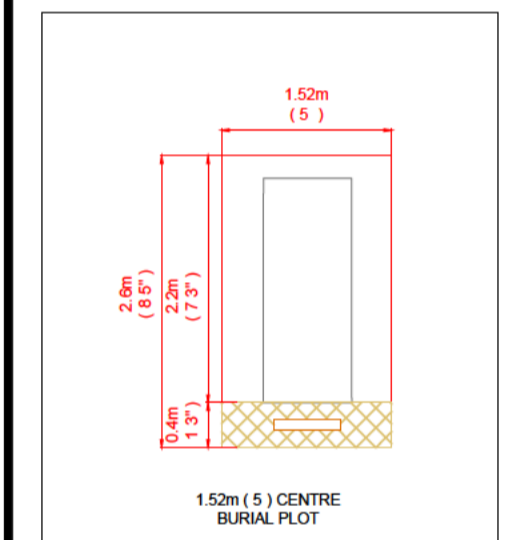


HICKMAN HILL HOTEL



570 BURIAL PLOTS
EAST FACING
ACCESS PATHWAYS ADDED
TREES AND VEGETATION
REMOVED

-  APPLICATION BOUNDARY
-  GRASS REINFORCED 3.5m ROADWAY
-  EXISTING ACCESS ROADWAY
-  EXISTING FOOTPATH
-  PROPOSED PASSING BAYS
-  GRASS REINFORCED 1.8M PATHWAY
-  EXISTING TREES
-  EXISTING BOUNDARY VEGETATION
-  BURIAL RAFT AND HEADSTONE HEADSTONE (570 PLOTS)
-  BINS
-  WATER POINT
-  HEARSE TRACKING



Rev	Date	Description	By
00	00.00.00	x	x

CLIENT
GAINSBOROUGH TOWN COUNCIL

PROJECT
GAINSBOROUGH CEMETERY EXTENSION

TITLE
GENERAL SITE LAYOUT PLAN OPTION 7

CDS

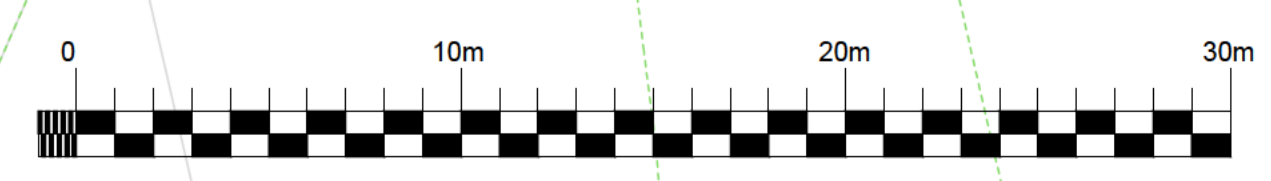
-  Cemeteries & Crematoria
-  Parks & Leisure
-  Environmental Solutions

The CDS Group
Building 51, Wrest Park
Silsoe, Bedfordshire
MK45 4HS

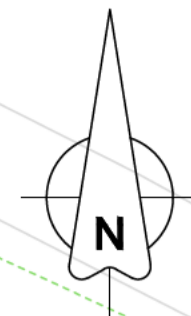
+44 (0)1525 864387
www.thecdsgroup.co.uk

Drawn by: PC	Approved by: BC	Drawing Status: DRAFT
Scale 1:200 @ A1 Sheet 1 of 1	Date: NOV 2021	

Drawing : D210008_CDS_EN_ZZ-DR-Y-009 Rev: 00

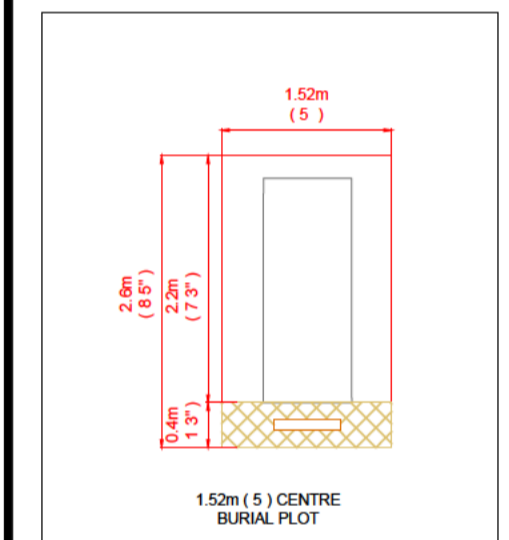


HICKMAN HILL HOTEL



686 BURIAL PLOTS
EAST FACING
ACCESS PATHWAYS ADDED
TREES AND VEGETATION
REMOVED

- APPLICATION BOUNDARY
- GRASS REINFORCED 3.5m ROADWAY
- EXISTING ACCESS ROADWAY
- EXISTING FOOTPATH
- PROPOSED PASSING BAYS
- GRASS REINFORCED 1.8m PATHWAY
- GRASS REINFORCED 3.5m PATHWAY
- EXISTING TREES
- BURIAL RAFT AND HEADSTONE HEADSTONE (686 PLOTS)
- BINS
- WATER POINT
- HEARSE TRACKING



Rev	Date	Description	By
00	00.00.00	x	x

CLIENT
GAINSBOROUGH TOWN COUNCIL

PROJECT
GAINSBOROUGH CEMETERY EXTENSION

TITLE
GENERAL SITE LAYOUT PLAN OPTION 8

CDS

- Cemeteries & Crematoria
- Parks & Leisure
- Environmental Solutions

The CDS Group
Building 51, Wrest Park
Silsoe, Bedfordshire
MK45 4HS

+44 (0)1525 864387
www.thecdsgroup.co.uk

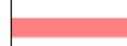

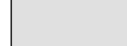






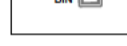


Drawn by: PC	Approved by: BC	Drawing Status: DRAFT
Scale 1:200 @ A1 Sheet 1 of 1	Date: NOV 2021	

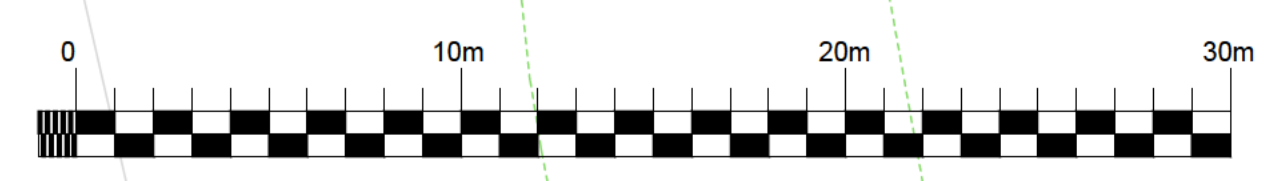
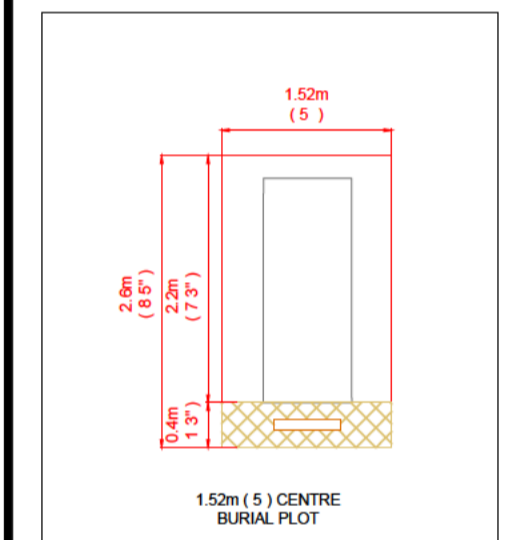
Drawing : D210008_CDS_EN_ZZ-DR-Y-010 | Rev: 00





451 BURIAL PLOTS
EAST FACING
ACCESS PATHWAYS AND
CAR PARKING ADDED
TREES AND VEGETATION
RETAINED

-  APPLICATION BOUNDARY
-  GRASS REINFORCED 3.5m ROADWAY
-  EXISTING ACCESS ROADWAY
-  EXISTING FOOTPATH
-  PROPOSED PASSING BAYS
-  GRASS REINFORCED 1.8M PATHWAY
-  EXISTING TREES
-  EXISTING BOUNDARY VEGETATION
-  BURIAL RAFT AND HEADSTONE HEADSTONE (451 PLOTS)
-  BINS
-  WATER POINT
-  HEARSE TRACKING



Rev	Date	Description	By

CLIENT
GAINSBOROUGH TOWN COUNCIL

PROJECT
GAINSBOROUGH CEMETERY EXTENSION

TITLE
GENERAL SITE LAYOUT PLAN OPTION 9

CDS
Cemeteries & Crematoria
Parks & Leisure
Environmental Solutions

The CDS Group
Building 51, Wrest Park
Silsoe, Bedfordshire
MK45 4HS

+44 (0)1525 864387
www.thecdsgroup.co.uk

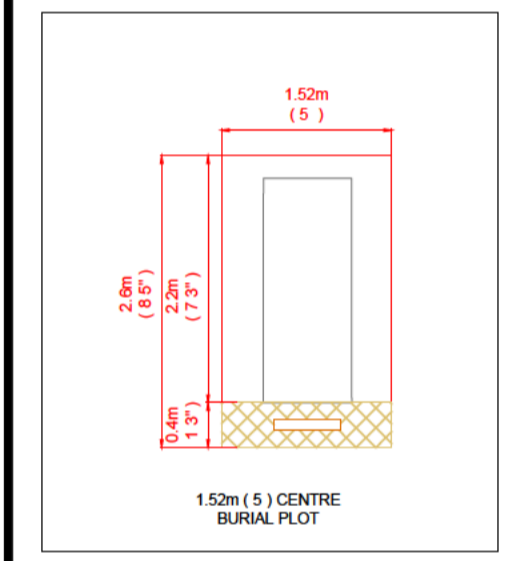
Drawn by: PC	Approved by: BC	Drawing Status: DRAFT
Scale 1:200 @ A1 Sheet 1 of 1	Date: JULY 2021	

Drawing : D210008_CDS_EN_ZZ-DR-Y-011 | Rev: 00



536 BURIAL PLOTS
EAST FACING
ACCESS PATHWAYS AND
CAR PARKING ADDED
TREES REMOVED AND
VEGETATION RETAINED

-  APPLICATION BOUNDARY
-  GRASS REINFORCED 3.5m ROADWAY
-  EXISTING ACCESS ROADWAY
-  EXISTING FOOTPATH
-  PROPOSED PASSING BAYS
-  GRASS REINFORCED 1.8M PATHWAY
-  EXISTING TREES
-  EXISTING BOUNDARY VEGETATION
-  BURIAL RAFT AND HEADSTONE HEADSTONE (536 PLOTS)
-  BINS
-  WATER POINT
-  HEARSE TRACKING



Rev	Date	Description	By

CLIENT
GAINSBOROUGH TOWN COUNCIL

PROJECT
GAINSBOROUGH CEMETERY EXTENSION

TITLE
GENERAL SITE LAYOUT PLAN OPTION 10

CDS

-  Cemeteries & Crematoria
-  Parks & Leisure
-  Environmental Solutions

The CDS Group
Building 51, Wrest Park
Silsoe, Bedfordshire
MK45 4HS

+44 (0)1525 864387
www.thecdsgroup.co.uk



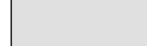








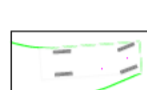
Drawn by: PC	Approved by: BC	Drawing Status: DRAFT
Scale 1:200 @ A1 Sheet 1 of 1	Date: JULY 2021	

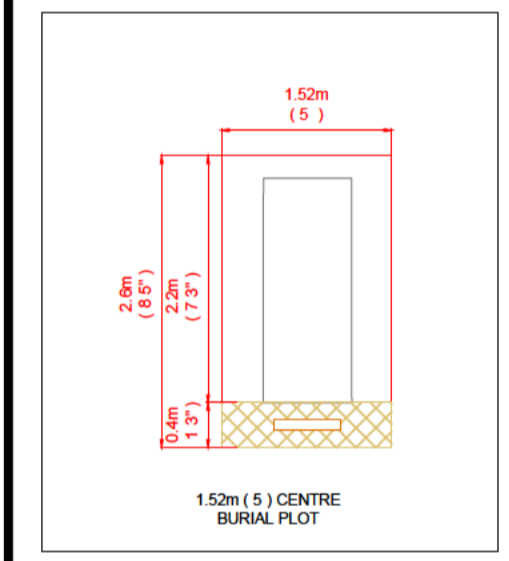
Drawing : D210008_CDS_EN_ZZ-DR-Y-012 | Rev: 00



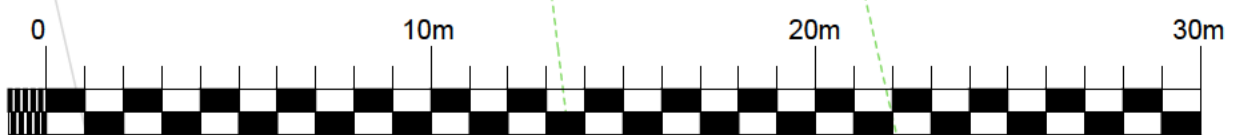
HICKMAN HILL HOTEL



-  APPLICATION BOUNDARY
-  GRASS REINFORCED 3.5m ROADWAY
-  EXISTING ACCESS ROADWAY
-  EXISTING FOOTPATH
-  PROPOSED PASSING BAYS
-  GRASS REINFORCED 1.8M PATHWAY
-  EXISTING TREES
-  EXISTING BOUNDARY VEGETATION
-  BURIAL RAFT AND HEADSTONE HEADSTONE (475 PLOTS)
-  BINS
-  WATER POINT
-  HEARSE TRACKING



475 BURIAL PLOTS
EAST FACING
ACCESS PATHWAYS
ADDED
TREES AND VEGETATION
RETAINED



Rev	Date	Description	By

CLIENT
GAINSBOROUGH TOWN COUNCIL

PROJECT
GAINSBOROUGH CEMETERY EXTENSION

TITLE
GENERAL SITE LAYOUT PLAN OPTION 11

CDS
Cemeteries & Crematoria
Parks & Leisure
Environmental Solutions

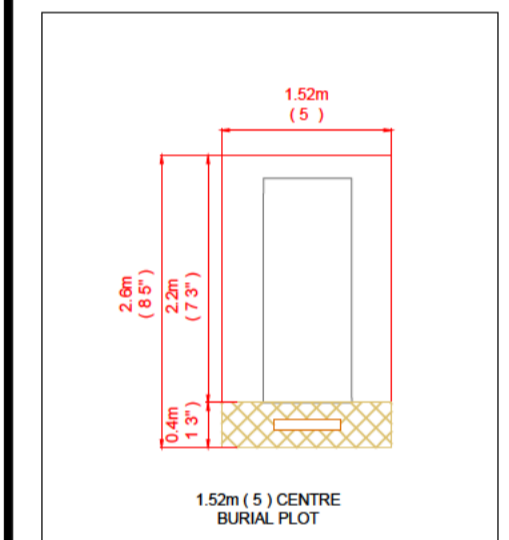
The CDS Group
Building 51, Wrest Park
Silsoe, Bedfordshire
MK45 4HS
+44 (0)1525 864387
www.thecdsgroup.co.uk

Drawn by: PC	Approved by: BC	Drawing Status: DRAFT
Scale 1:200 @ A1 Sheet 1 of 1	Date: JULY 2021	

Drawing : D210008_CDS_EN_ZZ-DR-Y-013 | Rev: 00



- APPLICATION BOUNDARY
- GRASS REINFORCED 3.5m ROADWAY
- EXISTING ACCESS ROADWAY
- EXISTING FOOTPATH
- PROPOSED PASSING BAYS
- GRASS REINFORCED 1.8M PATHWAY
- EXISTING TREES
- EXISTING BOUNDARY VEGETATION
- BURIAL RAFT AND HEADSTONE HEADSTONE (579 PLOTS)
- BINS
- WATER POINT
- HEARSE TRACKING



579 BURIAL PLOTS
EAST FACING
ACCESS PATHWAYS ADDED
TREES REMOVED AND
VEGETATION RETAINED

Rev	Date	Description	By

CLIENT
GAINSBOROUGH TOWN COUNCIL

PROJECT
GAINSBOROUGH CEMETERY EXTENSION

TITLE
GENERAL SITE LAYOUT PLAN OPTION 12

CDS

Cemeteries & Crematoria

Parks & Leisure

Environmental Solutions

The CDS Group
Building 51, Wrest Park
Silsoe, Bedfordshire
MK45 4HS





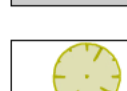



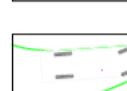
+44 (0)1525 864387
www.thecdsgroup.co.uk

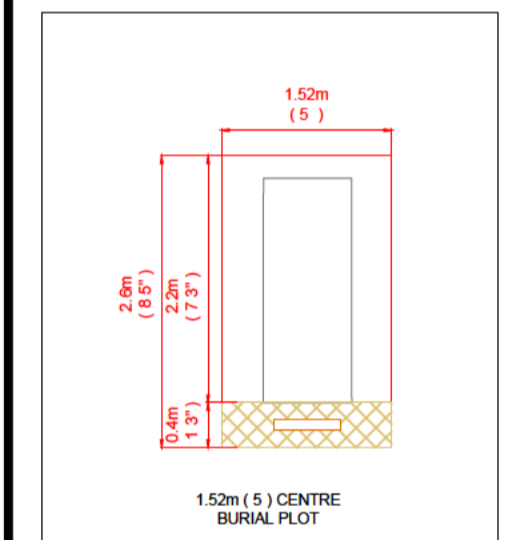
Drawn by: PC	Approved by: BC	Drawing Status: DRAFT
Scale 1:200 @ A1 Sheet 1 of 1	Date: JULY 2021	

Drawing : D210008_CDS_EN_ZZ-DR-Y-014 Rev: 00



653 BURIAL PLOTS
 EAST FACING
 ACCESS PATHWAYS ADDED
 TREES AND VEGETATION
 REMOVED

-  APPLICATION BOUNDARY
-  PROPOSED TARMAC ROADWAY AND PATHWAYS
-  EXISTING ACCESS ROADWAY
-  EXISTING FOOTPATH
-  EXISTING TREES
-  BURIAL RAFT AND HEADSTONE HEADSTONE (653 PLOTS)
-  BINS
-  WATER POINT
-  HEARSE TRACKING



Rev	Date	Description	By
00	00.00.00	x	x

CLIENT
GAINSBOROUGH TOWN COUNCIL

PROJECT
GAINSBOROUGH CEMETERY EXTENSION

TITLE
GENERAL SITE LAYOUT PLAN OPTION 13

CDS

-  Cemeteries & Crematoria
-  Parks & Leisure
-  Environmental Solutions

The CDS Group
 Building 51, Wrest Park
 Silsoe, Bedfordshire
 MK45 4HS

+44 (0)1525 864387
www.thecdsgroup.co.uk

Drawn by: PC	Approved by: BC	Drawing Status: DRAFT
Scale 1:200 @ A1 Sheet 1 of 1	Date: JAN 2024	

Drawing : D210008_CDS_EN_ZZ-DR-L-015 | Rev: 00

PAPER K

**Officer Report to the
Property & Services Committee**

Report Author: Rachel Allbones
Report Date: 05.03.24



Gainsborough
TOWN COUNCIL

Childrens Cricket Sessions

1. Summary

To consider providing Marshalls Sports Ground free of charge for children's cricket sessions.

2. Background

The Council have supported children's cricket session at Marshalls Sports Ground for the last 2 years.

12 July 2022

The Committee **resolved** to approve Gainsborough Cricket Club to use the field for approx. 6 weeks free of charge to run free fun cricket session for 5-11 year olds through the school holidays.

13 June 2023

The Committee **resolved** to allow the children's cricket sessions (5-11yo) to be held at Marshalls again in 2023 and provide use of the ground for this venture free of charge.

2024

Hello Rachel,

I am hoping you could help me please. Last year I was part of running the national programme All stars & Dynamos with [REDACTED] from Everyone Active.

This year I am running this free programme as part of Gainsborough Cricket Club. This will run for 8 weeks and I am looking to start this on Tuesday 4th June and sessions will run from 5:00 - 5:45pm then 6:00 - 7:00pm.

This is a free scheme supported by Lincs ECB and is a great activity for youngsters of the community to come along and have some fun whilst learning cricket skills along the way.

As this is free for them to participate, I was wondering if there was the possibility of working in partnership with the town Council to allow us to have the use of Marshalls sports field for free so that we can provide these sessions?

All media that goes out with include the town Council logo and highlight that this is a partnership.

Many thanks

3. Cost

The Grounds Team do not provide any extra work to accommodate the children's sessions.

4. Recommendation

To consider providing the cricket pitch free of charge for children cricket sessions.

PAPER L

**Officer Report to the
Property & Services Committee**

Report Author: Natasha Gardener / Rachel Allbones
Report Date: 29.01.24



Gainsborough
TOWN COUNCIL

Remembrance Sunday Review Meeting

1. Summary

To consider outcome of a meeting with All Saints Parish Church following Remembrance Sunday

2. Background

At the request of All Saints Parish Church, a Remembrance Sunday Review Meeting was held on Wednesday 17th January 2024. In attendance was a representative from the Church, two from the Royal British Legion and a member of GTC staff.

The Church said that Remembrance Sunday is a Civic Service as no communion is involved and so the Council should pay for Orders of Service, as they stated that the Council allocates for it in the budget.

The Church and RBL asked about using Gainsborough House for teas and coffees (they mentioned there also used to be bread and soup), and if not, tea/coffee gazebos. It was mentioned this is something the Council used to pay for.

The PA system – it was mentioned that at the latest Remembrance Sunday, it was too quiet. Requests were that the system is tested prior to the next Remembrance Sunday.

Giant poppies on lamp posts – requested whether poppies could be placed on lamp posts around town and the Church yard – specifically mentioned entrances into Gainsborough and streets around the War Memorial.

Due to lamp posts being under LCC, a request was put in and LCC responded accordingly: **“We have no problem with your proposal, we would simply ask if you could tell us what lighting asset you propose to attach to and when.”**

One other thing to consider is that the poppy emblem is a copyright of the Royal British Legion (RBL), and if you don't contact RBL to either buy them or get permission, RBL might insist they're taken down, however that is for you to consider.”

During the meeting, one of the RBL representatives requested the poppies on the lamp posts and verbally confirmed that there wouldn't be any cost to the Council for purchasing the poppies.

3. Cost

The 2024/25 budget is £300.

4. Recommendation

To consider: -

- i. If the Council will pay for the printing or print in house of the Order of Service for the church service.
- ii. If the Council would like to pay for Coffee/tea etc. It is not recommended for the Council to provide this service as in pre-covid years.
- iii. If the Committee are happy for Council staff to place large poppies on lampposts

PAPER M

**Officer Report to the
Property & Services Committee**

Report Author: Rachel Allbones

Report Date: 07.03.24



Gainsborough
TOWN COUNCIL

Illuminate, GO Festival and Town Centre Bunting

1. Summary

To consider financially contributing to the Illuminate and GO Festival events and the Town Centre bunting all organised by WLDC.

2. Background

The Council has contributed £1,000 annually to the Illuminate event since it began.

The Council has contributed towards the Food and Garden events held in June in previous years.

The Council RESOLVED “To support the purchase and erection of the festival bunting to the sum of £500 from 11010 budget in September 2023”, this did not come to fruition due to it being agreed to location of the bunting wouldn’t provide any improvement to the Market Place. The Towns Manager has asked therefore if the Council would contribute towards the summer bunting May – September.

3. 2023/24 Budget

10010 Events Illuminate - £1,000

10050 Events Local Event Support - £3,000

11010 Christmas Lights Anchor Testing – 926.33

4. Recommendation

- i. To approve contribution of £1,000 to Illuminate
- ii. To approve contribution of £3,000 to GO Festival
- iii. To approve contribution of £500 to the summer bunting